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25th January 2013

Dear Oliver

RE: Measures letter dated 7 January 2013

Thank you for the Measures letter which we have had the chance to discuss in our weekly Tripartite meetings over the last three weeks.

I feel that whilst we are working through some of the issues in the weekly meetings it is important that UNISON sets out our concerns in writing which I hope we will be able to resolve through consultation. For the sake of clarity I will be using the headings outlined in your Measures letter.

Terms and Conditions

UNISON welcomes the commitment made by Capita that they will fully commit to the requirements of the contract stating, ***“for the first 12 months there will not be any changes to individual terms and conditions of employment.”*** I would add that there is no obligation for anything to change beyond 12 months and would seek a further commitment from Capita that they will not use this 12 month requirement as a trigger to undermine our members' terms & conditions.

Furthermore we welcome your commitment that:

- There will be open and transparent consultation with staff and trade unions around any changes of non contractual policies as outlined in the matrix to Capita policies
- Capita will not seek to change or harmonise any financial element of an employee's terms and conditions.

Office locations

UNISON notes in the Measures letter that Capita have produced a structure which seeks to relocate a number of Council services and a significant number of staff (227.81) outside of the borough.

In order we can have meaningful consultation the information we are seeking will help us understand the nature of risk to our members employment status (transfer/deletion) and the level of risk (how many jobs) for each service area UNISON has the following questions:

- How did you reach the decision to relocate services?
- Which posts did you identify to relocate and why?
- Which posts did you identify to remain and why?

Missing posts

Firstly can you confirm the total number of posts transferring to Capita. UNISON understands the previous figures were only estimates based on information provided during the competitive dialogue process.

According to the table provided in the Measures letter detailing the various office locations for each Council services there are **88.5** posts not accounted for. In the previous Tripartite meetings and in an email I have asked if these posts have been deleted as part of your business proposals to deliver the NSCSO.

UNISON views this as a measure and would like this to be added to an updated Measures letter with an explanation as to which posts are being deleted and the rationale for the deletion.

In our meeting on 21st January Capita agreed that there would be a mid-point Measures letter and another Measures letter provided nearer the end of the TUPE consultation.

Payroll

We note that when the employee payroll moves to Capita, on transfer staff will be paid on the 27th of each month or the preceding working day where this is a weekend or Bank Holiday and circa 20th in December. Capita commit not to put any employee at a financial detriment through this measure and have practices in place to support employees.

Mitigating redundancies

UNISON would like to state that we have started to have some helpful discussions about developing an employment matrix which we believe will address the growing anxieties of a large number of our members about the employment implications of your Measures letter. We have submitted some proposals to be included within this matrix which we would like to be implemented and look forward to this being shared with staff next week.

UNISON welcomes discussions on Home working, Talent Connect, Flexible Working and financial assistance for staff considering the option to re-locate, as opportunities for staff to avoid redundancies.

G4S – Subcontractor

In our last meeting I raised concern that we are approaching our fourth Tripartite meeting and no Measures letter has been provided by G4S. We have not been provided with contact details for G4S please can you do so for our next meeting on Monday 28 January 2013.

Yours sincerely

A handwritten signature in black ink, appearing to read 'JO BURGESS' with a checkmark at the end.

John Burgess

Branch Secretary

Cc; Sarah Murphy-Brookman (LBB HR); Steve Terry (UNISON)