



Private and Confidential

Jennifer Burt
HR Lead and Mobilisation Programme Manager
The London Borough of Barnet
North London Business Park
Oakleigh Road South,
London
N11 1NP

22 August 2013

Dear Jennifer,

Regulation 13 – Proposed Measures in respect of employees transferring from The London Borough of Barnet to Capita Business Services Ltd on 1st September 2013.

Further to our final measures letter dated 24 May 2013 detailing the proposed measures and agreed changes please find below the addendum as discuss detailing the finalised summary table of employee numbers and office locations.

Office Locations

Please find below a summary table detailing current location strategy post transfer to Capita. The baseline data of headcount staffing numbers was provided by the London Borough of Barnet on the 16 August 2013 (warranted TUPE ELI data)

It is proposed that all employees will transfer on the 1st September and remain in their current location. Any proposed relocation that is outlined in the table below will be subject to a 90 day consultation period.

Service Area	Head Count at SCD Barnet	FTE SCD Barnet	Transformation Start Date	Transformation End Date	FTE to remain in Barnet	FTE to migrate outside of Barnet	FTE Reductions	Proposed Locations
Customer Services	61	55.54	Sep-13	Mar-16	19	37.7	6.8	Blackburn and Barnet
Revs and Bens	85	78.12	Oct-13	Jun-14	42.1	62.5	31.6	Blackburn, Bromley and Barnet
Finance	82	70.82	Sep-13	Sep-15	50.73	6.68	38.56	Swindon, Blackburn, Sheffield and Barnet
Information Systems	41	40.81	Sep-13	May-16	24.8	4	24	Chippenham, Weybridge and Barnet

ICT - Schools	8	8	Sep-13	May-16	As above	As above	As above	As Above
Estates	56	54.29	Jan-14	Mar-16	48.51	0	13.72	Barnet
Procurement	5	4.66	Sep-13	Jun-17	TBC	TBC	4	To be confirmed
Corporate Programmes	13	12.89	N/A	N/A	20.9	0	0	Barnet
HR & Payroll	48	44.87	Oct-13	Apr-14	10.5	28.6	18.93	Belfast, Carlisle and Barnet
HR & Payroll (Pensions)	11	10.76	Sep-13	Feb-14	0	7.75	5.01	Darlington, Banstead and Sheffield
Health Safety and Wellbeing	2	2	Sep-13	Mar-14	1.3	0	2.7	Southampton and Barnet

As discussed during our meetings with the Unions, we have provided Headcount and FTE for the Service Commencement Date data and our proposals for relocation and reductions are provided in FTE. We highlight below some updates for your information that we have identified previously and in this revised set of data.

- With regards to the Procurement Service we had originally proposed that part of the service would migrate to Southampton. Due to the reduction in numbers that will now be transferring we are now reviewing the proposed future plans and will confirm once these have been firmed up.
- The Blackburn location has been added for the Finance Services and Weybridge location replaces Chertsey for Information Services.
- *With regards to Customer Services one role (Insight) has now been taken out of scope so this headcount is now 75.
- There are changes to the current FTE location proposals as detailed in our discussions and service presentations but include Employee Relations and Business Partnering services, as part of the HR Solution, continuing to be supported in Barnet and within the Revenues and Benefits service the face to face services continuing to be provided within the Barnet Community, and in addition within Revenues and Benefits service current home working and some specialist recovery activity will continue within Barnet locations increasing the proposed FTE to remain in Barnet.
- Transformation Date errors have been identified and updated. In addition the Transformation End date for Health, Safety and Wellbeing has been adjusted to March 2014.
- Please note that the Darlington location has been added for the HR Services Pension team.
- SCD data has been split between IS and ICT Schools for IS Service.
- Headcount and FTE provided for Service Commencement Date cover only permanent and fixed term contract employees subject to the TUPE transfer and does not include any Vacancies or Temporary Agency Workers. Our proposals for FTE to remain in Barnet, FTE to migrate and FTE reductions are based on the financial models within the Service Solutions.

Verification Letters

As discussed, to conclude the staff consultation Capita will write to each employee detailing their own individual terms and conditions of employment that will transfer to Capita on the 1st September 2013.

Please note that this letter has been produced as an addendum to our final measures letters dated 22 May 2013 in order to conclude the TUPE consultation process. This letter, the terms and conditions matrix and my letters of 07 May 2013 and 22 May 2013 provided to Barnet and the Unions details the final proposed measures and agreed changes.

I trust that this is sufficiently detailed for The London Borough of Barnet and request that you inform the affected employees in compliance with regulation TUPE Regulations 13(2) (d).

We have previously provided a copy of 'Your Guide to Capita' which includes the Employee Handbook as well as other supporting employee information including employee benefits, which contains details of the Capita policies and procedures.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Kelly Hall', with a stylized flourish at the end.

Kelly Hall
HR Manager
Capita Plc