



Private and Confidential

Mrs Sarah Murphy-Brookman
Assistant HR Director
The London Borough of Barnet
North London Business Park
Oakleigh Road South,
London
N11 1NP

25th March 2013

Dear Sarah,

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

As required under TUPE Regulation 13, I am writing to advise you of the proposed Measures that will occur in connection with the transfer to Capita Business Services Ltd.

Terms and Conditions & Policies and Procedures

Capita fully commit to the requirements of the contract with regards to the protection of terms and conditions. In the interest of supporting employee integration into Capita, we have now entered discussions surrounding pragmatic changes that would be required to policies and procedures. All of these proposed changes are outlined on the latest version of the Capita Terms and Conditions Matrix (attached)

The matrix is split into three key areas. The first (Green Section) details terms and conditions of employment that will not change on transfer to Capita. The second area (Amber Section) details those terms and conditions of employment and policies and procedures in line with Schedule 30 TUPE transfer commitments that we propose to make pragmatic changes with effect from the transfer. The third area (Red Section) details those policies and procedures proposals, that we will discuss through further full consultation with the Trade Unions post transfer with a view to moving to Capita procedures.

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 7th January 2013. Please note that this may be subject to further changes should there be changes to the TUPE data.

It is proposed that all employees will transfer on the 1st May 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	Vacancies at SCD	Transformation Start Date	Transformation End Date	Roles to remain in Barnet	Roles to migrate outside Barnet	Role Reductions	Proposed Locations
Customer Services	76*	24	May-13	Nov-13	21	55	24	Blackburn and Barnet
Revs and Bens	111	33	Aug-13	Feb 14	28	84	32	Blackburn, Bromley and Barnet
Finance	84	23	Apr-14	Apr-16	48	6	53	Swindon, Blackburn, Sheffield and Barnet
Information Systems	53	6	Jul-13	May-14	16	4	39	Chippenham, Chertsey and Barnet
Estates	58	6	TBC	TBC	51	0	13	Barnet
Procurement	5	10	May-13	Apr-17	TBC	TBC	3	To be confirmed
Corporate Programmes	21	8	N/A	N/A	21	0	8	Barnet
HR & Payroll	56	6	Aug-13	Mar-14	13	19	30	Belfast, Carlisle and Barnet
HR & Payroll (Pensions)	11	2	May-13	Aug-13	0	8	5	Banstead and Sheffield
Health Safety and Wellbeing	4	0	May-13	Mar-16	2	0	2	Southampton and Barnet

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.

Please also note that the Blackburn location has been added for the Finance Service

*With regards to Customer Services one role (Insight) has now been taken out of scope so this headcount is now 75

Payroll

Capita propose 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 including the opportunity to offer salary advances and template letters for staff to use etc. Further information has been provided separately as part of the ongoing consultation.

Verification Letters

At the conclusion of 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 May 2013. These statements will also detail any non transferring terms and conditions and alternative arrangements

Please note that this letter has been produced in order to support the TUPE consultation and is based on the current level of detail to date. We have also provided the terms and conditions matrix to inform the TUPE process as well as other documentation that has been provided to Barnet and the Unions. At the end of the TUPE consultation period Capita will issue a final letter of proposed measures detailing all 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 provide a copy of 'Your Guide to Capita' which includes the Employee Handbook as well as other supporting employee information, which contains details of the Capita policies and procedures.

Yours sincerely

Kelly Hall
HR Manager
Capita Plc