



**Private and Confidential**

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

7<sup>th</sup> January 2013

Dear Jennifer,

**Regulation 13 – Proposed Measures in respect of employees transferring from The London Borough of Barnet to Capita Business Services Ltd on 1<sup>st</sup> April 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**

Capita fully commit to the requirements of the contract that state that for the first 12 months there will not be any changes to individual terms and conditions of employment. In the interest of supporting employee integration into Capita, we would like to enter consultation discussions surrounding the migration of non contractual policies as outlined in the matrix to Capita policies and in completing this exercise we would not seek to change or harmonise any financial element of an employees terms and conditions.

Any proposed exceptions will be detailed in the Terms and Conditions Matrix, which will be used during the consultation period. At today's meeting it was confirmed LBB have shared a copy previously.

After April 2014 Capita commit to fully consult should there be any proposed changes to contractual terms and conditions of employment.

**Office Locations**

Please find below a summary table detailing current location strategy post transfer to Capita. The baseline data of staffing numbers and FTE was provided by the London Borough of Barnet in May 2012. Please note that this may be subject to further changes should there be changes to the TUPE data.

Service Stream	SCD	Migration start date	Transformation End Date	FTE to remain in Barnet	FTE to migrate outside Barnet	Locations
<i>Customer Services</i>	83.84	Nov-13	31.03.2015	18.5	54.25	Blackburn with Darwen
<i>Revs and Bens</i>	126.53	Aug-13	31.03.2015	2	103.56	Blackburn with Darwen and Bromley
<i>Finance</i>	89.27	May-14	31.03.2016	70.55	6.68	Swindon and Sheffield
<i>Information Systems</i>	55.3	May-14	31.03.2015	25.25	9	Chippenham and Chertsey
<i>Estates</i>	62.02	N/A	31.03.2015	49.81	0	
<i>Procurement</i>	16.67	May-15	31.03.2016	14.67	5.67	Southampton
<i>Corporate Programmes</i>	TBC	TBC	TBC	TBC	TBC	TBC
<i>HR and Payroll</i>	75.28	Dec 13/Jan 14	31.03.2015	10.52	36.89	Belfast & Carlisle
<i>HR and Payroll (Pensions)</i>	11.76	Aug-13	31.03.2015			Bansted and Sheffield
<i>Health Safety and Wellbeing</i>	4	Apr-13	31.03.2016	1.3	as requested	
<i>Health Safety and Wellbeing (Advisory)</i>		Aug-13				Southampton

### **SCD = Service Commencement Date**

#### **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.

#### **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 1<sup>st</sup> April 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. 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 attached a copy of 'Your Guide to Capita' which includes the Employee Handbook, which contains details of the Capita policies and procedures.

Yours sincerely

Dipak Shah  
HR Project Lead  
**Capita Plc**