

CAPITA SYMONDS

3 January 2012

By Email

To All Staff,

Re: Transfer of Employment to Sefton Council

As you are aware, Sefton Capita Symonds Limited has been given notice that the current contract for services with Sefton Council will be brought to an end on 30 September 2013. The reason being due to convenience.

Sefton Council wish to transfer all services back 'in house' and as such, after the end of the contract, services will be provided by Sefton Council. This means that your contract of employment will transfer with the protection of the Transfer of Undertakings (Protection of Employment) Regulations, 2005, (TUPE) to Sefton Council on 1 October 2013. Should there be any change to this date or the transfer of services, you will be advised accordingly.

There is some time yet before the transfer date and Capita Symonds and Sefton Council are now in a period of transition. Part of this process involves ensuring that Sefton Council has a full understanding of your transferring terms and conditions and that any questions or concerns you may have can be addressed prior to the transfer of your employment. A project team has been set up specifically for the transition and transfer.

We understand this may be an unsettling time for you and as such I have included with this letter a list of Frequently Asked Questions which I believe may provide you with some initial answers to some commonly asked questions.

I regret that at this stage it is not possible to provide any further information on the specifics of the transfer however throughout the coming months/year we will continue to update question and answers and will provide further information as it becomes available. We will be looking to set up a dedicated email enquiry address to help with any questions you may have.

In due course, consultation will be undertaken with the recognised Trade Union and staff representatives as appropriate, who will be invited to attend regular consultation meetings with regards the transfer at which Sefton Council may be present. This will not however replace direct communication with you as individuals throughout the transition period.

Yours sincerely



Claire Johnstone
HR Advisor (Group HR)

working in partnership with



3rd Floor, Alaska House, North Atlantic Avenue. Atlantic Park, Bootle, Merseyside L30 4AB
Tel +44 (0)151 524 6500 Fax +44 (0)151 524 6501 www.capitasymonds.co.uk/sefton
Capita Symonds Ltd

Registered office: 71 Victoria Street, Westminster, London SW1H 0XA. Registered in England No. 2018542.
Part of The Capita Group Plc. www.capita.co.uk

