

TUPE Timeline

Implementation date: 1 April 2014

Action to be taken on behalf of both Councils	Related document available	Required Date
Establish whether or not TUPE applies (include final assessment of all long term agency staff and fixed term employees)	TUPE Regulations section 3	By 2 January 2014
Ask employees for their permission to give their personal details to the transferee	Consent form for staff	w/c 6 January 2014
Notify the transferee of employee liability information under Regulation 11	Spreadsheet of staff details for TUPE	w/c 13 January 2014
Send transferee Regulation 13 (2) letter asking for any "measures" they envisage taking in relation to the transfer. Consider if there are any measures that Council, as the transferor will take	Regulation 13 letter to transferee	w/c 13 January 2014
Confirm all contractual Policies and Procedures for both Councils		w/c 20 January 2014
Ensure copies of contracts of employment for transferring staff are available		w/c 20 January 2014
Once response to Regulation 13 letter is received, send copy to Trade Union. Meet with Union to discuss	Regulation 13 letter to Trade Union	By 3 February 2014
Send staff letters explaining inclusion on transfer list, the facts of the transfer (including any measures to be taken) and expected timescales. This will be the start of the consultation period. The length of the consultation period will depend on the number of affected staff and what measures are to be taken in relation to them.	Letter to employees – inclusion in TUPE list	10 February 2014 Consultation period runs from 10 Feb to 9 March 2014
Consider if the transfer will have an effect on staff not contained on the transfer list. If so, consult with them on the consequences to them		To be confirmed
Line Manager and HR to meet with affected staff at least once and preferably twice during the consultation period. Consider whether a group presentation would be helpful and/or TUPE Q and A sheet	TUPE Q and A TUPE presentation Consider whether a template consultation form would be useful – need to know measures also	w/c 17 February 2014 and w/c 3 March 2014
Ensure leaver forms are completed by Line Manager (consider the effect the transfer date may have on any overpayments being made through payroll)	On intranet	By 28 March 2014
Letters to staff to be sent out	Letter to employees	28/31 March 2014
Transfer Date		1 April 2014