

PERSONAL

Dear

Re: Transfer of Employment to Slough Borough Council

You will be aware that it was recently agreed that People 1st should transfer back in-house to Slough Borough Council. It has now been decided to bring the original date of 1st January 2011 forward in light of the feedback we have received from staff regarding the uncertainty of what / who would transfer back. It has now been agreed by People 1st Board and Slough Borough Council that the whole of People 1st will transfer over to Slough Borough Council as of 1st July 2010.

Therefore, I am writing to confirm that your post of **POST TITLE** will transfer to Slough Borough Council with effect from 1st July 2010.

As this will be a transfer to which the Transfer of Undertakings (Protection of Employment) Regulations (TUPE) will apply, I can inform you that:

- If you are still in our employment, in the above post, immediately before the transfer, your contract of employment will automatically transfer to Slough Borough Council who will take on responsibility for it as if it had originally been entered into between you and Slough Borough Council.;
- Your period of continuous service with People 1st will count as continuous employment with Slough Borough Council, so any statutory employment rights depending on length of service will count in your employment with the council:
- Hence, Slough Borough Council will take responsibility for all your existing terms and conditions of employment currently provided, including:
 - remuneration
 - annual leave entitlements
 - sickness benefits
 - notice periods
 - any period of continuous employment
 - hours of work
 - any policies regarded as having a contractual effect

However if, in the future, Slough Borough Council wish to vary your terms and conditions of employment or make any changes to your work arrangements, a full consultation process will follow.

Under the provisions of the TUPE legislation, you have the right to object to your employment being transferred to Slough Borough Council. Your objections should be notified to me in writing by **3rd June 2010**. In raising this objection, if the objection is not upheld, you would then automatically be transferred to Slough Borough Council on the 1st July 2010. If you still object to

being transferred to Slough Borough Council after receiving the outcome of your objection then you must write confirming this to me, and People 1st will undertake to write to you giving notice accordingly and that your employment would end at the time of the transfer of services.

Staff wishing to exercise this right are strongly recommended to consult with their Trade Union representatives, as this will not represent a dismissal by People 1st for any subsequent claim of unfair dismissal or redundancy.

- No steps will be taken by the Council to terminate your employment because of the transfer. However, as highlighted above, if Slough Borough Council wish to make any future changes or vary your terms and conditions this will be subject to full consultation;
- If you have any objections to transferring to Slough Borough Council, in law, you will be regarded as having resigned and your employment will be terminated at the point of the transfer.

If you have any questions or comments about the impact of this change on your job, these should be raised with your line manager.

Denise Alder (Strategic Director of Green & Built Environment) from Slough Borough Council will be contacting you shortly to discuss the transfer and any questions you have around the transfer. Staff briefings have been scheduled for Monday 17th May 2010.

If you have any questions or comments about conditions of service or general employment issues in the meantime these should be addressed to Human Resources – Janet Joel tel no 01753 824047.

You may also raise any questions or comments with your Trade Union representatives.

Yours sincerely

Kevin Lowry

**Interim Chief Executive
People 1st**