

BrisDoc Healthcare Services

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3rd April 2023

STRICTLY PRIVATE AND CONFIDENTIAL

[Full name]

[Address]

[Address]

[Postcode]

RE: Notification of Proposed Transfer of Employment

Dear [insert employee's name],

I am writing further to the company announcement on Friday 31st March 2023 in which we explained that some employees may transfer to a new employer. Your role is one of those that may transfer.

The reason for this transfer is, as a result of a procurement process, the contract for services delivered by Charlotte Keel Medical Practice have been awarded to and will transfer to One Medical Group with effect from 1st July 2023.

These proposals are being made under the Transfer of Undertakings (Protection of Employment) Regulations 2006, as amended by The Collective Redundancies Transfer of Undertakings (Protection of Employment) (Amendment) Regulations 2014. Otherwise known as TUPE.

TUPE regulations are designed to protect employees where there is a transfer of employment. If your employment is transferred, your main terms and conditions will transfer with you.

In line with TUPE regulations the next step is to enter into a period of consultation with you via elected employee representatives, to make sure you are fully briefed on the potential transfer and have the opportunity to formally raise questions and concerns. Please see attached (Appendix 1) for details of the process for nominating elected representatives, together with a nomination form for your completion.

We understand that this may be unsettling for you and you may have lots of questions. We will make every effort to answer your questions and engage in an open dialogue with you throughout this process.

Yours sincerely,



Mike Duncan (He/Him)
Head of People

Appendix 1

Charlotte Keel Medical Practice TUPE Consultations, Employee Representatives

There are currently no recognised trade unions or any employee representatives who have the authority to consult on behalf of employees. Therefore, we are asking you to nominate employee representatives.

The TUPE guidelines for such elections are that BrisDoc:

- must arrange, so far as is reasonably practicable:
 - for the process to be fair
 - for votes to be cast in secret
 - for the results to be accurate
- will decide how many representatives are elected so there are enough to represent the interests of all affected employees
- shall decide whether elected representatives should represent all employees or classes of employees
- before the election, shall decide the term of office for employee representatives
- will ensure that the candidates for election as employee representatives are affected employees on the date of the election
- will ensure that all affected employees on the dates of the election are entitled to vote for employee representatives

Affected employees can vote for:

- as many candidates as needed to represent them, or
- if there are representatives for classes of employees, as many representatives needed for their class

Taking the above into account BrisDoc proposes that:

- In total there will be a maximum of six employee representatives.

We further propose that there is a minimum of one and maximum of two employee representatives in each of the following classifications of affected employee:

- **Operational:** including managerial and administrative
- **GPs:** including Lead GPs
- **Nurses:** including Lead Nurses and other healthcare clinicians

All representatives have a term of office for the duration of the consultation period or until the date of transfer of employment, whichever is earlier. The consultation period may end prior to the transfer date if all concerns and issues raised by affected employees have been satisfied. The consultation period will only close prior to transfer if employee representatives confirm their agreement.

The role of an employee representative is to take an active part in collective consultation meetings with BrisDoc by, for example:

- sharing the views of the employees they represent in meetings with BrisDoc
- discussing what support and assistance employees need
- reporting back to the employees they represent on the outcome of the meetings with BrisDoc

In order to carry out their duties, elected representatives will have access to:

- paid time to undertake their representative responsibilities
- the contact details of the affected employees within their classification
- any facilities or equipment needed to represent the employees

As you are an affected employee, you can nominate a representative(s) by filling in the slip at the end of this letter and by emailing the slip, or the same details within the body of an email, to me, Mike Duncan mike.duncan1@nhs.net, by Monday 17th April 2023.

If you do wish to nominate a colleague, please make sure they wish to be a candidate in the upcoming election first. You can also choose to nominate yourself.

The election ballot is scheduled to be held Thursday 20th – Wednesday 26th April with employee representatives confirmed on Friday 28th April in order to commence their role from Monday 1st May 2023.

Nominees will be elected without the need for a ballot if there are:

- fewer nominations than the number of representatives proposed
- the same number of nominations as the number of representatives proposed

Please be aware that where affected employees fail to nominate or elect representatives, BrisDoc may fulfil its obligations by providing the relevant collective consultation information in writing to each affected employee directly.

If you are unable to complete the ballot in the way described above, or if you would like any further information regarding the election process, please do not hesitate to contact me.

Mike Duncan
Mike.duncan1@nhs.net

**Charlotte Keel Medical Practice
TUPE Consultations, Employee Representatives**

NOMINATION SLIP

Please complete and return to Mike Duncan mike.duncan1@nhs.net, by Monday 17th April 2023

I wish to nominate the person(s) below as an employee representative for the purpose of TUPE consultations. *You can nominate yourself as one of the two nominations you make.*

1. Name of nominee:

Representing: (Operational/GPs/Nurses & AHPs) Delete as appropriate

2. Name of nominee:

Representing: (Operational/GPs/Nurses & AHPs) Delete as appropriate