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**Private and Confidential**

1st June 2023

Dear Colleagues,

**RE: Charlotte Keel Medical Practice – Measures Letter Relating to the Proposed Transfer of Service**

This letter is to inform you of the proposed measures which OneMedicare (OM), part of OneMedical Group (OMG) envisage implementing on successful transfer of Charlotte Keel Medical Practice with effect from 1st July 2023.

It is envisaged that the following measures will apply to staff who transfer to OM. Please note that we are continuing to undertake due diligence of contracts and non-contractual benefits. We will offer further updates to this letter should any additional measures arise.

With effect from date of transfer:

* **Pay Date**

The pay date for all OMG staff is on or around the 28th of every month. Where the 28th falls on a weekend, pay is transferred on the Friday prior. We understand that the current pay date for your employees is the 22nd of each month. We will discuss any necessary transitional arrangements where appropriate.

* **Policies and Procedures**

Transferring staff will be managed under OMG policies and Company Handbook (applicable to all OMG employees) including HR policies e.g. Disciplinary, Sickness, and Clinical policies e.g. Infection Control, Safeguarding, Code of Practice. These policies will be made available to all staff on transfer, and subsequently through the OMG’s intranet where policies are continuously updated. Training and access for these platforms will be provided.

Whilst sick pay and annual leave entitlements will transfer with staff, from the date of transfer the OMG notification processes must be used by transferring staff in respect of sickness, annual leave, or other time off. This must be done within the guidelines of respective OMG Annual Leave, Sickness and Time Off policies.

Pre-authorised annual leave will be honoured by OMG on transfer. However further applications for annual leave following the transfer will be considered in the same manner as those from the existing OMG workforce, with limits placed on the number of staff on leave at the same time to minimise impact on staffing levels.

The annual leave calendar will continue to run from 1st January to 31st December and will be transitioned to 1st April to 31st March in the next leave year.

* **Pensions**

All existing NHS pension scheme arrangements will be honoured. Employees will have the option to opt out of this and enrol into the corporate pension with The People’s Pension. Further details will be provided as part of our new starter packs issued to each transferring employee.

* **Indemnity insurance**

On transfer to OneMedicare, GP’s working as salaried employees will benefit from our group indemnity policy with MPS. This will include full cover for all standard work plus any non-NHS work such as insurance reports. The policy will cover the salaried GP’s for the hours worked with OneMedicare only.  For guidance purposes, 20 hours per week is 4 sessions and up to 30 hours is 6 sessions. Any GP wishing to transfer to OMG’s indemnity policy will need to complete the requisite paper work or transfer forms which will be provided as part of our new starters packs issued to each transferring employee.

On transfer GP’s will be required to effect and maintain full registration with the General Medical Council and provide written proof and evidence of such a registration. Any work carried out for services other than OMG will require membership of a medical defence organisation which will be paid for at their own expense.

Our aim in disseminating this information is to ensure as far as possible that all parties can fully comply with their TUPE obligations. Should further proposed measures be necessary we will inform you and consult in due course. If you have any questions or require any further information or clarification on the above, please do not hesitate to contact me.

Yours Sincerely,



Aisha Munir

Head of Employee Experience

On behalf of OneMedicare, Part of OneMedical Group