## Appendix A - Draft TUPE Flow Chart

Step 1: Managers must discuss with On-going Legal to confirm whether TUPE applies. **Step 2:** Committee Report – an HR **Scoping** Adviser should be contacted for advice from this point onwards. No set minimum **Step 1:** "Measures" letter to Trade Unions to trigger time for Consultation. 6 consultation. Six weeks is best practice but there must weeks is considered be at least 30 days between issue of the measures common practice. letter and the transfer date. **Step 2:** The letter should also include any measures impacting on employees who are not themselves transferring but who will be affected by the transfer. (Appendix 8). **Step 3:** Send information letter to employees with copy of Consultation FAQ (Appendix 9 and 1). Verify with transferees if they are going to apply for admitted body status or offer a comparable pension scheme. Notify Pensions and ensure they have all necessary information including names of transferring employees. **Step 4:** Provide information under Regulation 11 to the transferee – no later than 28 days prior to the transfer. At least 28 days before transfer (Including information from Insurance Section relating to **Step 5:** Provide information of pay protection details if applicable Provide AVC information if relevant. **Step 1:** Ensure that the personal files are handed over to the transferee. Step 2: Liaise with payroll. Verify list of **Final Transfer** transferring employees.

**Step 3:** Arrange termination notices for staffing team to process.