

Appendix 4

TUPE Process – Proposed Timeline

One of the recommendations made by Officers to Committee is to “instruct the Director to implement the statutory processes for transfer of Sports function and staff to Sport Aberdeen.”

The functions identified to transfer to Sport Aberdeen are:

- Lead responsibility for Aberdeen City sports and physical activity strategy
- Develop strategic and operational direction on sport and physical activity reflecting national and local policies and best practice
- Support partnership development and relationship management on behalf of ACC
- Lead on sport and leisure within a range of local community fora e.g. community planning partnership
- Lead the City Sports Partnership to become a more mature and strategic organisation
- To ensure internal governance mechanisms are appropriate and draft committee reports.
- Report performance information across the partnership and range of ALEOs
- Monitor detailed business plans and financial models to ensure compliance
- Lead and manage Community Sports Hubs in Aberdeen City (This is dependent on SportScotland investment continuing.)
- Lead and manage grant funding applications and distribution
- Oversee sport and leisure asset base and provide advice on new development proposals
- Manage and secure funding/budgets from external bodies to support sport and leisure in Aberdeen City
- Represent ACC on Sport and Leisure at national, regional and local level
- Manage complaints and enquiries related to Sport and Leisure

If Committee accept this recommendation, 4 posts will transfer from Aberdeen City Council to Sport Aberdeen. These posts are:

- Sport and Physical Activity Strategy Partnership Manager
- Sport and Physical Activity Strategy Partnership Officer
- Sport and Physical Activity Development Officer
- Community Sport Hub Development Manager(fixed term)

Under the Transfer of Undertakings (Protection of Employment) Regulations 2006 as amended by the Collective Redundancies and Transfer of Undertakings (Protection of Employment) (Amendment) Regulations 2014, the transferor (in this case Aberdeen City Council) has a duty to inform and

consult affected employees and their representatives, and to provide stipulated information to the transferee.

The table below sets out indicative timescales for completing the consultation and transfer process.

ACTION	DATE
Committee approval to proceed with transfer	29/1/15
Issue TUPE – envisaged measures letter to Sport Aberdeen	w/c 2/2/15
Issue Information and Consultation letter to Trade Union representatives	w/c 9/2/15
Issue information letter and FAQs to in scope employees	w/c 9/2/15
Consultation meetings – ACC, Sport Aberdeen, in scope employees, TU reps	w/c 9/2/15 w/c 23/3/15 w/c 9/3/15 <i>(additional meetings if required)</i>
TU Consultation meetings	Weekly from 9/2/15 as required/requested by the unions
Issue consent to share personal information letters to in scope employees	w/c 2/3/15
Issue information under Regulation 11 to Sport Aberdeen	w/c 9/3/15
Transfer	1/4/15