

# PACT HR TUPE

Transfer of Undertakings Protection of Employees (TUPE) can apply to full scale organisational transfers such as a school joining a Multi Academy Trust or smaller scale TUPE such as a division or service area or individual roles due to outsourcing or insourcing workstreams.

## What do we offer:

PACT HR are able to provide expert and up to date TUPE support and advice to any schools or local government organisations who are about to embark on a TUPE Transfer Process through its HR Consultancy Service. The Consultancy Service consists of a team of highly professional, expert and talented HR professionals.

The support and advice we can offer you includes the following:

- A timeline for the transfer which identifies the key timescales of the different stages of the TUPE
- Identification of employees who will transfer
- Identification, creation and completion of the school's Employee Liability Information (ELI) including liaising with Legal Services on behalf of the school
- Identifying and confirmation of Measures and completing Measures documentation; including liaising with Legal Services on behalf of the school
- Liaise with the new employer in relation to any concerns re Measures and supporting the school including brokering any possible buyouts or agreements (these are rarely needed)
- Liaise and support the arrangements to meet with new employer and transferring employees

- Inform and consult affected employees and trade union representatives about the process
- Drafting documentation to support the TUPE process including presentation documents
- Attendance to all consultation meetings including any staff one to one meetings
- Compliant with statutory employment and educational frameworks .

## Additional Information

All work by PACT HR will be produced using the School's Letterhead.

As the TUPE Transfer is a legal process owned by the Employer, the appropriate authorised person(s) of the school will need to review, confirm the accuracy and sign off any documentation prior to its distribution.

The above covers all HR (people) related matters pertaining to the TUPE Transfer Process. Separate advice will need to be taken regarding TUPE matters which fall outside the scope of HR such as the TUPE transfer of assets / buildings / land etc.

For a full personalised illustration please get in touch.

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