

Appendix 1

DRAFT TIMETABLE FOR THE PROPOSED TUPE TRANSFER OF STAFF FROM WITHIN THE PAYMENTS TEAM TO LIBERATA

Start	Finish	Task
1 st June 2012	2 nd July 2012	Staff Consultation
27 th June 2012	27 th June 2012	Staff Meeting
9 th July 2012	9 th July 2012	Staff informed of the outcome of consultation and recommendations to E& R PDS
18 th July 2012	18 th July 2012	Report to E & R PDS (if the decision is to proceed with the transfer)
19 th July 2012	19 th July 2012	Staff informed of the decision
19 th July 2012	30 th September 2012	Due Diligence information to be provided to Liberata if the transfer is to proceed
26 th July 2012	21 st September 2012	Staff meetings with LBB HR and Liberata HR
1 st October 2012	1 st October 2012	Phase One staff transfer to Liberata
8 th October 2012	9 th November 2012	Staff meetings with LBB HR and Liberata HR
3 rd December 2012	3 rd December 2012	Phase Two staff transfer to Liberata
10 th December 2012	18 th January 2013	Staff meetings with LBB HR and Liberata HR
1 st February 2013	1 st February 2013	Phase Three staff transfer to Liberata

AP Team - Proposed phased transfer to Liberata

Phase 1 - 01/10/12

Work Area	Post Title	Fte
	Team Leader Payments	1
IPROC	Finance Assistant	1
IPROC	Finance Assistant	0.69
IPROC	Finance Assistant	0.58
IPROC	Finance Assistant	1
Supplier Management	Finance Officer	0.67
Supplier Management	Finance Officer	0.5
Supplier Management	Finance Officer	0.5
Property	Accounts Payable Clerk	1
IS & Property	Finance Assistant	0.5
Utilities	Finance Assistant	0.5
Manual Payments	Finance Assistant	0.39
Scanning	Finance Assistant	1

9.33

Phase 2 - 03/12/12

	Team Leader Payments	1
Respite & Resi Block	Accounts Clerk	1
Residential Care	Finance Assistant	1
Domiciliary Care	Finance Assistant	1
Domiciliary Care	Finance Assistant	1
Domiciliary Care	Finance Assistant	1

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Phase 3 - 01/02/13

Direct Payments	Direct Payments Officer	0.81
Direct Payments	Administrative Officer	0.69
Children & Families	Finance Assistant	0.5
General Payments	Finance Assistant	0.5
Foster Care	Finance Assistant	1

3.5

Totals	18.83
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