

Appendix 1

DRAFT TIMETABLE FOR THE PROPOSED TUPE TRANSFER OF STAFF FROM THE CHARGING TEAM AND APPOINTEE & DEPUTYSHIP TEAM TO LIBERATA

Start	Finish	Task
17 th June 2014	16 th July 2014	Staff Consultation
2 nd July 2014	2 nd July 2014	Staff Meeting
16 th July 2014	16 th July 2014	Staff and their representatives informed of the outcome of consultation and recommendations to the Executive
16 th July 2014	16 th July 2014	Report to the Executive (if the decision is to proceed with the transfer), along with the outcome of the consultation.
23 rd July 2014	23 rd July 2014	Staff and their representatives informed of the decision
24 th July 2014	1st September 2014	Due Diligence information to be provided to Liberata if the transfer is to proceed
24 th July 2014	30 th September 2014 (Charging Team)	Staff meetings with LBB HR and Liberata HR which will involve informing and consulting on any measures that Liberata envisage taking as part of the proposals
1st October 2014	1st October 2014	Phase One staff transfer to Liberata
6 th October 2014	4 th January 2015 (Appointee and Deputyship Team)	Staff meetings with LBB HR and Liberata HR
5 th January 2015	5 th January 2015	Phase Two staff transfer to Liberata

Proposed phased transfer to Liberata

Phase 1 01/10/2014

Charging Team	
Post Title	FTE
Finance Assistant-Assessment & Contracts	0.89
Assess & Charging Assistant	0.5
Assess & Charging Assistant	0.5
Finance Assistant-Assessment & Contracts	1
Assess & Charging Assistant	1
Finance Assistant-Assessment & Contracts	1
Assess & Charging Assistant	1
Visiting Officer	0.5
Visiting Officer	1
Visiting Officer	0.61
Administrative Assistant	0.5
Visiting Officer	0.5
Admin Assistant	1
Visiting Officer	1
Senior Assessment Officer	1
Senior Assessment Officer	1
Assessment and Charging Assistant	1

Sub Total **13.92**

Phase 2 05/01/2015

Appointee & Deputyship Team	
Post Title	FTE
Case Officer	0.58
Appointee and Deputyship Manager	1
Senior Case Officer	1
Case Officer	1
Case Officer	1
Senior Case Officer	1

Sub Total **5.58**

Total FTE **19.50**