

TUPE Information Return Form

Service:

Young Persons Homeless Prevention Service

Agreement No:

Provider (full name of individual or organisation currently providing the service)

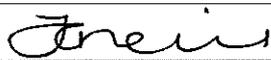
Young Devon

Address:

10 Erme Road, Ivybridge, PL21 0AB

I the undersigned warrant for and on behalf of the above named Provider that the information provided on this form and any continuation sheets is true, accurate and complete and I undertake to inform Devon County Council immediately if it comes to my attention that there are any errors or omissions contained in the information herein.

Signed:



Date:

18 January 2017

Print Name:

Fern O'Neill

Position:

Head of HR & Quality Assurance

Telephone:

(01752) 691511

E-Mail:

fern.oneill@youngdevon.org

Continued Overleaf

TUPE Information Return Form Continued

Data of Current Staff:

Please identify staff by number rather than name and group staff by job description/job title. Please photocopy this sheet to use as continuation pages as necessary.

| No. | Post Title | Emp No | Gender | Date of Birth | Standard Hours Worked Per Week If total hours worked (a) and hours worked in this service (b) are different, please give both | Current Wages/Salary | Employment Start Date If start date with your organisation (a) and start date following continuous service acquired through TUPE (b) are different, please give both | Pension Scheme Yes/No if yes, attach details | Pensionable Years | Previous TUPE Transfer Yes/No |
|-----|---------------------------------------|--------|--------|---------------|--|----------------------|---|--|-------------------|----------------------------------|
| 1 | Homeless Prevention Lead Practitioner | | Female | 05/04/1978 | (a) 30 hours | £21,367 FTE | (a) 01/10/1997 | Yes | - | No |

| | | | | | | | | | | |
|---|---------------------------------------|--|--------|------------|------------|-------------|------------|-----|---|----|
| 2 | Homeless Prevention Lead Worker | | Male | 20/03/1973 | 18.5 hours | £18,862 FTE | 18/06/2015 | Yes | - | No |
| 3 | Information & Advice Lead Worker | | Female | 14/12/1988 | 17 hours | £18,862 FTE | 14/09/2015 | Yes | - | No |
| 4 | Homeless Prevention Lead Professional | | Female | 15/04/1986 | 18.5 hours | £23,027 FTE | 17/07/2013 | Yes | - | No |
| 5 | Information & Advice Support Worker | | Male | 11/02/1983 | 10 hours | £15,508 FTE | 02/06/2015 | No | - | No |

TUPE Information Return Form Continued

Please provide details of your principal terms and conditions of employment:

(Continue on a separate sheet if necessary)

Probationary Period: 3 months

Retirement Age: Not applicable

Notice Periods:
Lead Workers = one month
Lead Practitioner = one month
Lead Professional = two months

Current Pay Scales: Not applicable we do not have salary scales; fixed salaries only

Any Pay Agreements yet to come into effect: No

Overtime Provisions: Not applicable

Annual Leave Entitlements: 6 weeks plus Bank Holidays (pro rata'd for part time staff)

Sick Leave Entitlements:
During 3 month probation period there is no company sick entitlement.
3-12 months of service; there is 1 day per month or equivalent for part-time hours
13+ months of service; 2 days per month or equivalent for part-time hours.
Maximum sickness entitlement is 6 months.

Maternity / Paternity
Leave Entitlements:

52 week Shared Parental Leave

Special Leave
Arrangements:

Our Special Leave Policy states one to two days
compassionate/bereavement leave; 'reasonable' time off for specific
emergencies, generally one or two days. Both of the above at the line
manager's discretion, with guidance and support from HR.

TUPE Information Return Form Continued

Season ticket loans
(if applicable)

Not applicable

Car Leasing
(if applicable)

Not applicable

Factors affecting
redundancy
entitlement

Statutory redundancy entitlement only

Any outstanding
employment related
claims (i.e. PI or
employment
tribunal)

None

Collective
Agreements

None

Sporting, social, welfare or other facilities which may be asserted to be employment benefits

Not applicable

Time and facilities provided for TU officials etc

Not applicable

Details of any outstanding or anticipated disciplinary or grievance proceedings, employment tribunal or other claims such as personal injury within the last two years:

(please indicate which staff member the details relate to (as listed on the Base Data list above))

None

TUPE Information Return Form Continued

Details of any previous TUPE transfer:

None

Other Employment Terms / Benefits (not covered above):

Not applicable