



Private & Confidential

Full name

Address

Sent via email on insert date

Dear first name

Re: NHS Buckinghamshire, Oxfordshire and Berkshire (BOB) West ICB Non-Emergency Patient Transport Services Contract (NEPTS) TUPE Transfer - TUPE Transfer Intended Provisional Measures of Change.

I write to confirm that ERS Transition, Trading as EMED Group Limited (EMED Group) has been awarded the contract to provide **NHS Buckinghamshire, Oxfordshire and Berkshire (BOB) West ICB Non-Emergency Patient Transport Services Contract (NEPTS)** with effect from 1st April 2025.

I can confirm that the contract agreed with the client will result in some changes, which we have detailed below:

Payment Date

EMED employees are currently paid monthly on the last working day of the month. To ensure our systems are aligned we will implement the monthly EMED pay date for all transferring employees from date of transfer which is 1st April 2025. We will ensure that no-one is unduly disadvantaged by this change.

Annual leave Year & Entitlement

Our annual leave period is 1st April to 31st March of each year, and we propose to transfer you onto the same leave period from date of transfer, which if this is a change we will ensure this is managed with minimal impact to employees and will honour any pre-booked holidays highlighted on the ELI Data received. If there are further changes to this, please ensure an update is received by the date of transfer.

Annual Pay review

Our annual pay review takes place in April of each year. Any incremental pay reviews and collected bargaining arrangements linked to NHS Agenda for change (AFC) banded roles will not transfer under TUPE therefore this is an intended measure of change effective from date of transfer which is 1st April 2025.



Anyone associated to these particular AFC terms will be included in the next available EMED Group Pay review or collective bargaining arrangements transferred under TUPE under any formal trade union recognition effective from date of transfer which is 1st April 2025. The next annual pay review with EMED Group will be April 2025.

Base Location

Our new base locations have not yet been fully confirmed. However, we have identified six provisional geographic regions, and they are:

1. Oxford
2. Reading
3. High Wycombe
4. Camberley
5. Aylesbury
6. Banbury

We will keep you updated with progress being made on our new base location activity.

We do not offer any contractual travel, living or accommodation allowance therefore any current local arrangements will not transfer under TUPE from date of transfer which is 1st April 2025. Travelling to base location will be your responsibility unless confirmed otherwise in the Agenda for Change handbook.

Pensions

It is our intention to offer you entrance to our pension scheme provided by NEST or Royal London scheme dependent on the job role transferring to us. If you are currently in the NHS Pension scheme, we will make an application for you to remain, however any final decisions will be made by NHS England. If our application is declined, then EMED will place you in our Defined Contribution scheme with us matching your current Employee contribution rates up to a maximum of 6%. If any employee is not in the NHS pension scheme, they will be offered entrance to our NEST pension scheme. Contributions will be matched and transferred under TUPE. Contribution levels are as protected by the Transfer of Undertakings (Protection of Employment) Regulations 2014.

To support us to make this application to remain in the NHS Pension scheme we have requested the relevant personal data from SCAS. Once received we will complete and make the normal process application to the NHS pension scheme team and monitor the progress of this. We will endeavour to keep all affected employees updated with progress being made.



Life Assurance

If pre-existing independent contractual Life Assurance cover applies, it is our intention to offer you entrance to our life assurance scheme which may be a different provider to who you currently are with. Your current cover levels are protected by the Transfer of Undertakings (Protection of Employment) Regulations 2014. If no pre-existing independent contractual Life Assurance cover applies you will automatically be placed into our EMED Group Life Assurance protection scheme to the value of £5,000 available to whomever you choose as one-time-tax-free payment if a death occurs during service.

This does not apply to anybody remaining in the NHS pension scheme due to this scheme already having a Death in Service benefit included.

Other non-contractual benefits.

You will be given access to all of our non-contractual benefits from date of transfer, and we will explain and cover this in more detail at the managers TUPE transfer induction workshops and via our internal communication channels. Any current salary sacrifice schemes in place with SCAS will not automatically transfer under TUPE from date of transfer.

Job Titles

Following a review after date of transfer, we may also need to make some job title changes, including the updating of job descriptions where necessary to align with our structure and requirements of the contract. We will of course commence the appropriate consultation process as required.

Ways of working

You will be required to use new and or different equipment, systems as required. These include but not limited to:

- Timegate, which is a time and attendance system that we are currently implementing throughout the organisation so this will follow post transfer.
- Training on our Cleric booking and Daktela telephony system.
- Using a mobile phone/electronic data system (PDA).
- Using vehicles including electric that will consist of a mixture of stretcher, multi-seated, bariatric, wheelchair accessible vehicles and cars. Vehicle familiarisation will be carried out before the transfer.

The relevant training will be provided, and any further updates will be provided on any other changes to ways of working as required.

Operational Software Systems

EMED Group intends to change some operational software systems, these include:



- **BambooHR:** This is a cloud-based HR System, which holds all personnel, absenteeism, and training records. It also acts as a repository for business management system procedures, recruitment, onboarding and offboarding and is where all templates, forms and policies are located.
- **FleetCheck:** This system is used to record and track all fleet related assets as well as record compliance, including servicing and MOTs.
- **Crystal Ball:** Which is used to track vehicles and to aid incident management.
- **Radar Healthcare:** Radar is our compliance database offering a single gateway solution for all compliance, incident management, complaints, and H&S matters.
- **Office 365:** This solution provides cloud-based solution to access files and software packages such as Word, Excel, SharePoint, and Teams.
- **SAGE:** We use SAGE for our financial and payroll matters.
- **Licence Check:** is the system that we use to ensure that all drivers have a clean driving licence, which is checked annually.
- **Cleric:** Is used for our booking, control, and dispatch system
- **DBS (Reed Screening):** Our DBS portal is used to update DBS details on a 3-yearly basis.

Working Rotas

The rotas will be based on the information and activity levels as per the contract specification. It is unlikely these will change from the existing rotas at this stage, however we will continue to review this after date of transfer and if any changes are to be made, we will commence the appropriate consultation process.

Statutory and Mandatory Education

You are required to be up to date with statutory and mandatory education as defined by the skills for the health framework and be expected to have the relevant evidence of education pre-transfer. All employees will be required to have undertaken and pass, moving and positioning patients and basic life support including CPR assessment prior to transfer. To help us assess any training gaps or requirements we will be required to take a copy of their original and valid first aid certificate at the engagement consultation on-boarding process.

Uniform

You will be supplied with new uniforms and any PPE as required in order to undertake their duties. This uniform will be provided to all employees as soon as practically possible. You will also be issued with ID badges and company Lanyards.

Right to Work Documentation & Background Checks



We will be requiring all employees to produce documentation that shows they are legally entitled to work in the UK and also copies of current driving licences. Evidence will need to be provided at the engagement onboarding consultation meetings.

Transferring employees who meet the relevant criteria will be subject to an enhanced check via the Disclosure Barring Service (DBS). All transferring employees will be required to complete a DBS form and allow EMED to undertake an enhanced DBS check. Any member of employee who refuses to undertake a check or does not make us aware of disclosures before the check may have their employment terminated.

You are required to sign a declaration agreeing for their driving licence to be checked annually. EMED use a third party, TTC, to undertake the reviews. TTC is registered with the DVLA as an official supplier and have passed GDPR requirements.

Pre-Employment Screening

You will be required to complete a medical questionnaire to ascertain any reasonable workplace adjustments and attend any subsequent Occupational Health appointments as required.

Policies & Procedures

Following the transfer of services, all employees will be required to adhere to EMED policies and procedures, unless confirmed as fully contractual and a requirement/in line with Agenda for Change (AFC) terms & conditions and protected under TUPE legislation. Local agreements and policies will not transfer under TUPE. Therefore, it will be individuals' responsibility to become familiar with our company employee handbook upon transfer and our handbook will be shared with employees as part of our post transfer onboarding process.

Trade Union Recognition

We are planning to have further discussions regarding trade union recognitions however in the meantime we can confirm any membership fees being taken from your monthly pay will cease from date of transfer therefore employees are required to make arrangements to set up personal direct debit payments with the respective union.

Contract Reviews Post Transfer

We confirm all current roles and staffing levels that are in scope to transfer under TUPE will remain in place from date of transfer and at this stage we do not envisage any roles being placed at risk of redundancy. However, if any changes are necessary in the future due to Economic, Technical or Organisational (ETO) reasons the required consultation process will commence.



It may be necessary for EMED Group to undertake a review of operational activities to ascertain if any changes are required to sustain the long-term success of the contract. Usually this is as a result of a change in the demand profile driven by e.g Hospitals. Once the review is complete, EMED Group may need to review for example, changes to working schedules/shift patterns/rotas/overtime and other operational day to day activity to meet the contractual obligations of the commercial contract agreement.

Any changes that are necessary, will be proposed in full consultation with affected employees.

It would be our intention to implement these arrangements with you with immediate effect at date of transfer which is 1st April 2025 and with appropriate interim arrangements being made where necessary. We are committed to ensuring that the TUPE transfer takes place as smoothly as possible, and to ensure that transferring employees are not at a disadvantage.

Should any further measures be identified throughout the consultation process and/or upon receipt of the full and final ELI, we will inform you as appropriate and prior to date of transfer.

We look forward to welcoming you on board to the EMED family.

Yours sincerely

Deena Chouhan

Deena Chouhan
Head of People Mobilisation & Change
For and on Behalf of EMED Group