


# The Transfer of Undertakings (Protection of Employment) Regulations 2006 Duty to inform and consult representatives, Regulation 13.

All representatives were informed on 2<sup>nd</sup> April 2020.  
PPAT and HISP have been available for consultation from that date.

**PPAT**  
Portswood Primary Academy Trust  
*Pride. Passion. Achieving Together*

Portswood Primary Academy Trust  
Portswood Primary School  
Somerset Road Southampton SO17 3AA

Tel: 023 8055 5885  
info@portswoodtrust.org.uk  
www.portswoodtrust.org.uk

Sarah O'Donoghue - [Unison S.O'Donoghue@unison.co.uk](mailto:Unison.S.O'Donoghue@unison.co.uk)  
Adrian Baker - [GMB Adrian.Baker@comb.org.uk](mailto:GMB.Adrian.Baker@comb.org.uk)  
Mark Wood - [Unite mark.wood@southampton.gov.uk](mailto:Unite.mark.wood@southampton.gov.uk)  
Peter Badham - [NEU peter.badham@neu.org.uk](mailto:NEU.peter.badham@neu.org.uk)  
NAHT [info@naht.org.uk](mailto:info@naht.org.uk)  
Julia Campbell - [ASCL Julia.Campbell@ascl.org.uk](mailto:ASCL.Julia.Campbell@ascl.org.uk)  
Marion Gattrell - [Voice mariongattrell@voicetheunion.org.uk](mailto:Voice.mariongattrell@voicetheunion.org.uk)  
NASUWT, south East [rc-southeast@mail.nasuwt.org.uk](mailto:rc-southeast@mail.nasuwt.org.uk)

2 April 2020

Dear Sirs

**Regulation 13 of TUPE**

I am writing to confirm that it is proposed that Portswood Primary School and Tanners Brook Primary School (the Academy) transfers from Portswood Primary Academy Trust (PPAT) to HISP Academy Trust (the Academy Trust Company). If this transfer proceeds, it is intended that this will take place on 1 June 2020.

The reason for the proposed transfer is at the request of The Regional Schools' Commissioner.

If the transfer takes effect, we believe it will be governed by the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE).

TUPE normally applies so as to automatically transfer the contracts of employment of affected employees to the new employer. This means that, if the transfer takes place on 1 June 2020 the employment of PPAT's affected employees will automatically transfer to the Academy Trust Company on that date.

Please find below the information that we are required to give to you as appropriate representatives in pursuance of our obligations under TUPE:

1. We anticipate that the transfer will take effect from 1 June 2020. If this date changes, we will let you know.
2. The contracts of employment of all of the employees employed by PPAT in relation to the Academy at that time will automatically transfer to the Academy Trust Company. Accordingly:
  - a. their employment will transfer on the same terms and conditions as they currently have with PPAT (other than in relation to their occupational pension entitlement);
  - b. their continuous employment with PPAT will be preserved with the Academy Trust Company and they will carry forward all of their accrued rights.
  - c. they will not be entitled to any redundancy or severance pay as a result of the transfer.
3. It is currently envisaged that the Academy Trust Company will take the following measures in relation to the affected employees in connection with the transfer.
  - a. See attached HISP letter

PPAT does not envisage any measures because of the transfer. If this changes, we will let you know.

PPAT will continue to provide further information on the transfer as it becomes available.


Any queries should be addressed to Gemma Fuge, Clerk to Trustees  
[gemma.fuge@portswoodpri.org.uk](mailto:gemma.fuge@portswoodpri.org.uk)


Yours sincerely

Pete Hutchings

For and on behalf of Portswood Primary Academy Trust  
**Portswood Primary Academy Trust**

Company number: 08158400

**PTSA**  
Portswood Teaching School Alliance

**PPAT**  
Portswood Primary Academy Trust  
*Pride. Passion. Achieving Together*

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Portswood Primary School  
Somerset Road Southampton SO17 3AA

Tel: 023 8055 5885  
info@portswoodtrust.org.uk  
www.portswoodtrust.org.uk

3. It is currently envisaged that the Academy Trust Company will take the following measures in relation to the affected employees in connection with the transfer.

- a. See attached HISP letter

PPAT does not envisage any measures because of the transfer. If this changes, we will let you know.

PPAT will continue to provide further information on the transfer as it becomes available.


Any queries should be addressed to Gemma Fuge, Clerk to Trustees  
[gemma.fuge@portswoodpri.org.uk](mailto:gemma.fuge@portswoodpri.org.uk)


Yours sincerely

Pete Hutchings

For and on behalf of Portswood Primary Academy Trust  
**Portswood Primary Academy Trust**

Company number: 08158400

**PTSA**  
Portswood Teaching School Alliance

**HISP**

Hampshire, Isle of Wight, Southampton & Portsmouth Multi Academy Trust  
Winchester Road, Chandlers Ford, Eastleigh, Hampshire, SO53 2DW  
info@thornden.hants.sch.uk  
www.thornden.hants.sch.uk  
Tel: 023 8026 9722

C E O: Miss Su Whelan

April 2<sup>nd</sup> 2020

Dear PPAT staff

**Proposed transfer of Portswood Primary Trust to HISP Multi Academy Trust**

I am writing in my capacity as Chief Executive of HISP Multi Academy Trust to give you information about the measures which it is envisaged that HISP Multi Academy Trust may take affecting employees who would transfer from Portswood Primary Trust to HISP Multi Academy Trust on the proposed transfer of the organisation. [Please note that HISP Multi Academy Trust currently does not have all necessary information relating to the employees who would transfer and so the situation may change when HISP Multi Academy Trust has that information].

**Terms of employment**

HISP Multi Academy Trust does not currently envisage changing the terms of employment of those employees who would transfer from Portswood Primary Trust to HISP Multi Academy Trust on the proposed transfer. However, from due diligence information we feel that there is organisational benefit if the School Business Manager at Tanners Brook to work across the two primary school sites in more depth.

**Policies and procedures**

HISP Multi Academy Trust does not currently envisage changing any policies or procedures relating to those employees who would transfer from Portswood Primary Trust to HISP Multi Academy Trust on the proposed transfer except Portswood Primary Trust currently have 6 inset days, this will be reduced to 5 in line with HISP Multi Academy Trust. Your pay date will remain the same, although on full transfer the payroll processor may change. Trust wide policies will be reviewed annually in line with the statutory policy guidance from the Department for Education.

**Staffing levels**

HISP Multi Academy Trust does not envisage reducing the number of employees engaged in the business following the proposed transfer.

**Pensions**

Pension arrangements will not change, HISP Multi Academy Trust also offers LGPS and Teachers Pension.

Please let me know if you have any queries. We would be happy to meet with your employees/and or their representatives to discuss all plans and measures. Due to COVID-19 this may not be possible in the traditional way, but we could meet virtually if required. Staff can also email TUPE@hispmat.org with any questions they may have where we will draft a response to all queries and allow this to be circulated to all.

Registered Company 07562918

# Measures decomposition and clarification

## Proposed transfer of Portwood Primary Trust to HISP Multi Academy Trust

I am writing in my capacity as Chief Executive of HISP Multi Academy Trust to give you information about the measures which it is envisaged that HISP Multi Academy Trust may take affecting employees who would transfer from Portwood Primary Trust to HISP Multi Academy Trust on the proposed transfer of the organisation. [Please note that HISP Multi Academy Trust currently does not have all necessary information relating to the employees who would transfer and so the situation may change when HISP Mutli Academy Trust has that information].

## Terms of employment

HISP Multi Academy Trust does not currently envisage changing the terms of employment of those employees who would transfer from Portwood Primary Trust to HISP Multi Academy Trust on the proposed transfer. However, from due diligence information we feel that there is organisational benefit if the School Business Manager at Tanners Brook to work across the two primary school sites in more depth.

## Policies and procedures

HISP Multi Academy Trust does not currently envisage changing any policies or procedures relating to those employees who would transfer from Portwood Primary Trust to HISP Multi Academy Trust on the proposed transfer except Portwood Primary Trust currently have 6 inset days, this will be reduced to 5 in line with HISP Multi Academy Trust. Your pay date will remain the same, although on full transfer the payroll processor may change. Trust wide policies will be reviewed annually in line with the statutory policy guidance from the Department for Education.

## Staffing levels

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## Pensions

Pension arrangements will not change, HISP Multi Academy Trust also offers LGPS and Teachers Pension.

## Statement of clarification

HISP have subsequently confirmed they have all the necessary information relating to employees. There are no changes as a result of their having this information.

There are no changes to the terms of employment for transferees as a result of the transfer.

- "...employment will transfer on the same terms and conditions as they currently have with PPAT..."
- "...continuous employment with PPAT will be preserved with the Academy Trust Company and they will carry forward all of their accrued rights..."

There is ONE minor change to policies and procedures as a result of the transfer.

- Employees will note that HISP have **5 inset days per year**.
- This is 1 less that PPAT currently have.

There are no changes to staffing levels as a result of the transfer.

There are no changes to pension arrangements as a result of the transfer.



Hemphills, Isle of Wight, Southampton to Portsmouth Multi  
Westwater Road, Chandlers Ford, Eastleigh, Hampshire  
www.hisp.ac.uk  
T: 0703 333 333  
C.E.O.

April 2<sup>nd</sup> 2020

**Proposed transfer of Portwood Primary Trust to HISP Multi Academy Trust**  
I am writing in my capacity as Chief Executive of HISP Multi Academy Trust to give you information about the measures which it is envisaged that HISP Multi Academy Trust may take affecting employees who would transfer from Portwood Primary Trust to HISP Multi Academy Trust on the proposed transfer of the organisation. [Please note that HISP Multi Academy Trust currently does not have all necessary information relating to the employees who would transfer and so the situation may change when HISP Multi Academy Trust has that information].

**Terms of employment**  
HISP Multi Academy Trust does not currently envisage changing the terms of employment of employees who would transfer from Portwood Primary Trust to HISP Multi Academy Trust on the proposed transfer. However, from due diligence information we feel that there is organisational benefit if the School Business Manager at Tanners Brook to work across the two primary school sites in more depth.

**Policies and procedures**  
HISP Multi Academy Trust does not currently envisage changing any policies or procedures relating to those employees who would transfer from Portwood Primary Trust to HISP Multi Academy Trust on the proposed transfer except Portwood Primary Trust currently have 6 inset days, this will be reduced to 5 in line with HISP Multi Academy Trust. Your pay date will remain the same, although on full transfer the payroll processor may change. Trust wide policies will be reviewed annually in line with the statutory policy guidance from the Department for Education.

**Staffing levels**  
HISP Multi Academy Trust does not envisage reducing the number of employees engaged in the business following the proposed transfer.

**Pensions**  
Pension arrangements will not change, HISP Multi Academy Trust also offers LGPS and Teachers Pension.

Our representatives to discuss all plans and measures. Due to COVID-19 this may not be possible in the traditional way, but we could meet virtually if required. Staff can also email [TUPF@hisp.ac.uk](mailto:TUPF@hisp.ac.uk) with any questions they may have where we will do all we can to answer and allow this to be considered to all.