## Acas guidance – Handling TUPE Transfers



	Outgoing Employer	Incoming Employer	
STAGE 1: Before committing	<ul> <li>At this stage the outgoing employer should consider whether to:</li> <li>Inform representatives/employees of a potential sale/expiry</li> <li>Consider whether to bid or rebid for a contract or service (in service provision changes).</li> </ul>	<ul> <li>At this stage the incoming employer should</li> <li>Consider informing trade unions and employee representatives/employees of a potential purchase/bid</li> <li>Weigh up the pros and cons of committing to a transfer/service provision</li> <li>Begin to construct a TUPE process plan.</li> </ul>	STAGE 1: Before committing
STAGE 2: Prepare for the transfer	<ul> <li>At this stage the outgoing employer must:</li> <li>Inform/consult about the transfer and any measures</li> <li>Identify who will transfer</li> <li>Provide ELI to the incoming employer.</li> </ul>	<ul> <li>At this stage the incoming employer must:</li> <li>Inform/consult about the transfer and any measures</li> <li>Identify who will transfer</li> <li>Request ELI from the outgoing employer.</li> </ul>	STAGE 2: Prepare for the transfer
	Transfer Occurs	Transfer Occurs	
STAGE 3: The transfer	<ul> <li>At this stage the outgoing employer loses the transferring staff and:</li> <li>Must inform/consult about the transfer with remaining staff</li> <li>Should ensure that all remaining employees are managed, settled and clear about their duties.</li> </ul>	<ul> <li>At this stage the incoming employer gains the transferring staff and:</li> <li>Must inform/consult about the transfer</li> <li>Should ensure that all employees/teams are managed, settled and clear about their duties.</li> </ul>	STAGE 3: The transfer
STAGE 4: After the transfer	<ul> <li>At this stage the outgoing employer:</li> <li>Must inform/consult about potential redundancies (if any)</li> <li>Should inform/consult in general as good practice to preserve good morale</li> <li>Should address concerns to avoid drops/falls in</li> </ul>	<ul> <li>At this stage the incoming employer:</li> <li>Must inform/consult about potential redundancies (if any)</li> <li>Should inform/consult in general and ensure reasonable allowances are made whilst employees adjust and integrate</li> </ul>	STAGE 4: After the transfer

## www.acas.org.uk/tupe

Acas Helpline 0300 123 1100

Acas has training on TUPE and other workplace topics. Call the Acas Customer Services Team on **0300 123 1150**