

Catering, Cleaning and Grounds (CCG) consultation newsletter

29 May 2015

This is the second issue of the Joint Trade union newsletter for Entrust Catering, Cleaning and Grounds (CCG) staff concerning the consultation that Entrust is undertaking as a result of agreeing a new partnership with Chartwells, part of the Compass Group.

Please take the time to read it and let us know your thoughts, concerns and questions so that we can seek to address these with the representatives of Entrust, Chartwells and Capita.

Have you provided your personal details?

All transferring staff should have received an information pack containing information about TUPE, Compass Group and forms to return in order to ensure that the personal details held relating to you, your job, your pay etc. are correct. It is important that these forms are returned to Entrust as soon as possible.

If you don't have all of the details the forms ask for or aren't sure of something please make sure that you return the form with at least your name, address and bank details completed to ensure that you are paid on time.

Although we encourage you to provide all relevant information any missing details can be filled in at a later date if necessary. We want to avoid any disruption to your pay so please make sure that Entrust / Chartwells have the information needed to ensure that you are paid.

Please return the forms enclosed in the welcome pack you have received as soon as possible to:

Pippa Richardson
Entrust
Riverway Centre
Riverway
Stafford
ST16 3TH

If you have any questions or need any assistance with completing the forms please contact the Entrust / Chartwells Catering, Cleaning and Grounds TUPE helpline on Tel 0121 457 5544.

Advances available

Your pay date is changing as part of the transfer. Chartwells are making an interest free advance of up to one week of your net pay available to cover the period between when you would normally be paid and your new pay day.

The loan will be repaid by making deductions from your following three pay slips starting Friday 31st July.

To apply please speak to your line manager no later than Friday 5th June. Your line manager will contact Chartwells who will then arrange for a loan agreement to be sent to you, confirming the amount and the repayment. This will need to be signed and returned to Chartwells no later than Friday 12th June.

Car leasing and other automatic deductions from your wages

Entrust / Chartwells have confirmed that the facility to make direct deductions from your salary to cover car leasing, union subs, professional body fees etc. will continue to be available and any arrangements currently in place will carry over automatically.

If you notice anything in your first payslip that you think is incorrect please contact payroll using the details provided on your payslip to query this.

Please note that current car leases arrangements remain between you and the lease provider, and that these will not be renewed once you reach the end of the current lease.

Essential and casual car user arrangements remain in place and may be reviewed in line with normal working arrangements and business needs.

Your trade union representatives



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