

To Whom it May Concern

Re: Lambeth London Borough Council Term Time Only offer

You have received this letter because your employer has informed us of a possible employment dispute.

### Who is Acas?

Acas is an independent organisation. We help to settle employment disputes that could lead to a claim to the employment tribunal. Your employer has asked Acas to become involved. Acas is impartial, which means we're not on either side. We're here to help you understand the process, but we cannot tell you if you should accept the offer.

For more information about Acas and Acas conciliation please visit the Acas website at [www.Acas.org.uk](http://www.Acas.org.uk)

### Your offer

You will have received your personal offer in the letter from your employer. This also includes a specimen of the legal agreement known as a 'COT3'. Please take the time to read them. You can get advice from your Trade Union (if you are a member), from a solicitor, Citizen's Advice or any other competent adviser. Acas cannot advise you on your decision. Please do not sign the specimen COT3, it is for information only.

### What if I have questions about my offer?

Your employer has a main point of contact, James Isaac (his e-mail is : [JIsaac@lambeth.gov.uk](mailto:JIsaac@lambeth.gov.uk) ) to answer any questions you might have about the offer. They can help if there is an error in the calculation for example in your years of service or hours worked. Please do not call Acas as Acas cannot answer any questions about the contents of the offer.

### What happens next?

We will provide further information about the process which will be in two parts.

Firstly, you will have to watch an online webinar presentation. This will outline the contents of the offer and what it means. The presentation will also explain

the options for what happens next. Make sure you have your offer letter and specimen COT3 with you when you watch the presentation.

There are links at the bottom of this letter for you to register for one of the presentations.

Secondly, shortly after you have watched the presentation you will get an email from GoTo with a link to a short Acas form. You must complete this form because this tells us which option you are choosing (i.e. accepting or rejecting the offer). By accepting the offer you confirm you give permission for Acas to share your email address with London Borough of Lambeth for the purposes of corresponding regarding the COT3 agreement only.

If you need to ask questions about the COT3 agreement you can request a call back via this form.

Please use the links below to register for a presentation

Tuesday 6<sup>th</sup> July - 5pm

<https://attendee.gotowebinar.com/register/3547980402400420876>

Monday 19<sup>th</sup> July - 5pm

<https://attendee.gotowebinar.com/register/8980531015799798028>

Thursday 22<sup>nd</sup> July - 5pm

<https://attendee.gotowebinar.com/register/8064880821932136460>

Monday 26<sup>th</sup> July - 5pm

<https://attendee.gotowebinar.com/register/4482771994196063756>

Wednesday 28<sup>th</sup> July - 5pm

<https://attendee.gotowebinar.com/register/5695026444772592396>

Tuesday 10<sup>th</sup> August - 5pm

<https://attendee.gotowebinar.com/register/261656695210534156>

Yours faithfully

David Brandes

Conciliation Manager

To find out more how Acas handles your personal data please use the following link:- <https://www.acas.org.uk/privacy>

