



MiNews

Issue 2 – Week ending 31 July 2020

COUNTDOWN: 9 WEEKS TO “GO LIVE”



Rebecca Hedworth, Mitie
Royal London Account Manager

nine weeks until the Go Live date there is a lot to do. I am pleased to report that we’re on track and making good progress on our mobilisation plans. I would like to say a huge **thank you** to all who have supported and helped site surveys and asset collections. Your knowledge and guidance is paramount to building a successful *Your Workplace* team. We have a large team of 50+ mobilisation professionals working hard to ensure this is a positive and successful journey for you all and over the next few weeks you will start to get to know us.

It has been a pleasure visiting the Royal London sites over the last few weeks. The team and I were excited to meet everyone and to share our new vision with you. We hoped the Roadshows were informative and helped provide a sense of what it will look and feel like when you move across to Mitie.

Our 121 meetings are due to commence next week. This is a great opportunity for us to get to know you and share more information as we start to build our team. I love to hear from you, so should you have any feedback please contact me on ask@mitie.com.

Our partnership with Royal London officially starts on **Saturday, 3rd October** and with just over

I hope you enjoy this second edition of your newsletter and I look forward to continuing the journey of our new partnership together as One Team.

How to get your questions answered

As we work toward our contract start date of 3rd October, we’ll be sharing information to guide you through the transfer process. In the meantime, we know you’ll have questions. We’ve set up a website to store all the crucial bits in one place. We have also set up a special email address just for your questions.

Need Information? Go to:
www.mitie.com/royallondon

Got a question? Send to:
ask@mitie.com

Coming up: I2I Consultations

This month, you will be receiving invitations to attend our I2I consultations. These are meetings with individuals where we talk through the data (known as ELI data) we have received from your current employer to check its accuracy.

This is an opportunity for you to ask questions specific

pertaining only to you.

We obtain any Right to Work information we may need and we also complete a Consultation form documenting bank details and email addresses to make sure that payroll is set up correctly for you.

These meetings will begin in August.

HR Drop In Clinic Schedule

Still have questions after your I2I consultation? Come and visit us at one of the HR Drop In Clinics, where you can speak to us personally. These can also be held virtually by appointment if you are unable to join us. Please request an appointment by email at ask@mitie.com.

Edinburgh: Room HR.GR 2 & 3

Wednesday 12th August 2020 - 11am – 1pm
Wednesday 16th September 2020 - 11am – 1pm
Tuesday 6th October 2020 - 11am – 1pm

Wilmslow: - Room RLH F3 RM54 & RM55

Wednesday 12th August 2020 – 1pm – 3pm
Wednesday 16th September 2020 – 1pm – 3pm
Tuesday 6th October 2020 - 11am – 1pm

London: Room 4.1

Wednesday 12th August 2020 - 11am – 1pm
Wednesday 16th September 2020 - 11am – 1pm
Tuesday 6th October 2020 - 11am – 1pm

What happens next?

We continue to enjoy meeting you at the Welcome Roadshows.

Once we've met everyone, we look forward to meeting you in person during our I2I consultations. This will be your chance to discuss your personal circumstances and provide us with documents and information we require. Please refer to the list of required Right to Work documents on page 3.

If you still need more information, you can visit us at the HR Drop In Clinic on your site. Please check in with your Line Manager to get permission to come.

If you have any questions at this time, please speak to your current employer or the ERF and we'll work with them to respond.

Getting Ready: Right to Work Documents

You will need to provide us with specific documents during the 121 meetings so we can get you onboard. Here's the list to get you started!

What Documents do I need to bring with me to my 121 consultation?

We will need to confirm the following pieces of information with you during your 121 meeting, so please ensure you bring the required documents with you:

Personal Email, Home Address, Telephone Number, National Insurance Number, Bank Details and Right to Work (RTW) documents. Please see the list below of documents required to confirm your RTW in the UK;

RTW Documents for British Nationals

Passport or

Birth/Adoption Certificate (full or short version) & Proof of National Insurance (a pay slip can be used for this purpose)

RTW Documents for EEA & Swiss Nationals

Passport or

National Identity Card (front & back) or

Confirmation of status under the EU settlement scheme (this will be verified online by RTW team)

RTW Documents for Nationals outside of EEA

Current passport containing visa/residence document and visa/residence document or

Biometric Residence Permit/Card (front & back) or

Certificate of Application or letter from Home Office confirming there is an application for RTW with the Home Office (this must be verified by Mitie's RTW team)

Non-EEA Students must provide a letter from their college or university on headed paper confirming the course and term dates. This is in addition to their visa/residence document

Evidence for a Change of name (to support a RTW document provided in different name being used)

Marriage certificate

Change of name by deed poll

Statutory declaration

Divorce decree

What is not acceptable as evidence of RTW?

Driving licence (does not prove RTW but can be accepted as proof of address)

Visa/residence document in an expired passport

Travel Document (If this is provided the candidate may also have a Biometric Residence Permit)

Proof of Address (must be dated within 3 months of start or consultation date)

Current DVLA Driving Licence

Bank statement or letter

Utility Bill

Letter from Government Dept

Letter from Doctor or Dentist

Letter from legal registered body



Getting to know Mitie

We're very excited to meet all of our colleagues supporting Royal London and we want to make sure you get to know Mitie!

In a nutshell, we provide facilities management, consultancy, project management and a range of specialist services that help to connect people with innovation and technology.

We employ over 52,500 employees across the UK and Ireland. We work in partnership with organisations offering a wide range of services - from real estate and energy consultancy, compliance, risk assessment and security systems to cleaning, catering and environmental services.

We manage and maintain some of the nation's most recognised landmarks, high street buildings and even homes in your community.

We have a website that provides additional information about your workstream in detail, covering Security, Group, Care & Custody, Engineering, Catering and Cleaning & Environment.

To find out more, visit <https://www.welcometomitie.com/>



How we'll communicate

We'll include regular updates in *MiNews*, a regular newsletter which will be shared every two weeks.

We're offering HR Drop In clinics where you can meet with the Mitie team and ask any HR-related questions about the transfer that you may have.

Visit www.mitie.com/royallondon where we're storing all of the information you need. We've also established a dedicated email address for your questions: ask@mitie.com.

We'll keep in touch throughout mobilisation and up to Go-Live, via your business partners, so you know what to expect.

Don't forget ...

We're really excited that you will be joining the Mitie team.

We're experts in our field and we want to make this process as straightforward as possible for you.

We're working closely with Royal London to make sure that you get the information you need, at the right time.

We'll be communicating with you regularly and will answer any questions.

You're in safe hands.