

28<sup>th</sup> November 2006

Dear ,

You will be aware that the company made an announcement on Friday 24 November 2006 that, subject to consultation with staff, the centres at Calne, Cricklade and Wootton Bassett are closed to ensure the ongoing financial viability of the company.

The company will be consulting with staff at all 6 centres concerning the question of closures and consequent redundancies and intends to do this through a staff committee, which will be established for this purpose. I am writing to advise you that on Monday 11<sup>th</sup> December 2006, the company will be holding elections for the appointment of employee representatives and invites you to nominate a person or people to represent your interests on that committee.

It is envisaged that there will be approximately 2 representatives from each centre other than the Olympiad (to include Head Office) which will have 4 because of the larger number of staff involved. The individuals chosen should be from a cross section of each centre in order that they are as representative as possible of the centre as a whole. If you wish to nominate anyone for such a post, you should first ensure that your nominee is willing to stand for election and then return the attached form to Joanne Calvert, at Head Office by 9am on Monday 4<sup>th</sup> December 2006. You may, if you wish, nominate yourself as well as one person from the centre in which you work.

When a completed list of nominees has been compiled by the company, you will be sent a voting paper to your home address setting out the candidates. You will then have the opportunity to vote for your representative. If, however, there is only one nomination for your centre, that candidate will be declared elected.

Following the submission of nominations, the proposed timetable is as follows:

- Nominations close 9am on Monday 4<sup>th</sup> December 2006
- Ballot papers despatched to home addresses Monday 4<sup>th</sup> December 2006
- Ballot returns close at 5pm on Saturday 9<sup>th</sup> December
- Announcement of results Monday 11<sup>th</sup> December 2006
- First meeting of elected representatives and relevant union representative Wednesday 13<sup>th</sup> December 2006.

Finally, whilst the staff committee is not intended to replace individual discussions, the company hopes that you will use the staff committee to raise questions or concerns and make suggestions that you have. Equally the company will use the committee to disseminate information throughout the workforce.

If there are any questions that you wish to raise concerning the nomination or election process then please contact me. A nomination form is attached to this letter and should be returned by no later than 9am on Monday 4<sup>th</sup> December.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Joanne Calvert'. The signature is written in a cursive style with a large initial 'J'.

**Joanne Calvert**  
HR Manager

Enc.  
Nomination Form  
Staff Representatives FAQ