

Brantano (UK) Limited – in administration ('The Company')

Employees Communication – Frequently Asked Questions.

Following the announcement on 21 January 2016, this frequently asked questions document has been produced in an attempt to provide you with as much information in the time period available.

Questions?	Answers
What has happened?	<p>Brantano's trading has been challenging in the past year, hit by the change in consumers' shopping habits and the changing retail environment. There have been a number of loss-making stores, and this was compounded by a generally weak Christmas period.</p> <p>This trading has impacted the funding requirements of the business, and the Directors had to take action to protect the business as much as possible. This has resulted in them making the difficult decision to appoint Tony Barrell, Mike Jervis and Rob Hunt as Administrators of the Company. Although the Directors will be working with the Administrators, they're no longer in control of the business.</p> <p>Jones Bootmaker, Gordon Scott and Beghins and not in Administration, and continue to trade as normal under the control of their Directors.</p>
What is an administrator?	<p>An Administrator is an officer of the Court and is qualified to manage the affairs of a business when it is insolvent. It is their role to take control of a Company's affairs when it is in financial difficulty and try to find a longer term solution for it. They will be responsible for working with management to review the operations of the Company and try to secure a sale of some or all of the business. The Administrators act as agent of the Company and without personal liability.</p>
Who is my employer?	<p>You continue to be an employee of the Company that employs you under the terms and conditions of your existing employment contract.</p> <p>Please ensure that you have provided your most up to date contact details to the HR team and spoken to your line manager for next steps in the first instance.</p>
Will there be any changes to my day to day role?	<p>Unless advised different you will continue to be managed by your current line manager and you should continue to report to them. To assist the Administrators, trading agents have been appointed to support the trading of the business. The team specialise in managing difficult retail situations and has significant experience in working with Administrators in situations such as this.</p>

How we'll communicate with you.	<p>It is understood that there is not Union recognition, and we will invite you in the coming days to nominate employee representatives so that we can more easily have an open dialogue. Your views and suggestions will be welcomed. All employees will receive notification of the Administration by letter. It's important that your address details are up to date or you may not receive this letter, please let your store manager and HR department know if you've changed your address.</p>								
What happens to my job if the business is sold?	<p>Depending on what a buyer acquires your employment could transfer to a new employer. There is legislation to protect your employment rights. This is known as TUPE. You will be kept fully informed and notified if a buyer is found and whether TUPE applies.</p>								
What happens if I am in a store that has been placed at risk?	<p>Once a store has been notified that it is at risk of closure then your role and employment could be at risk of redundancy. You will be updated through the Administration and employee communications process.</p>								
What if I'm made redundant?	<p>Because your employer is insolvent, it cannot pay you amounts that may be due to you if you're made redundant. There is a claims process which is administered by the Redundancy Payments Service and details of the process and the claim form will be provided to anyone affected by redundancy.</p> <p>Your existing HR contact will remain with the business and will be working with the PwC team and appointed agents to ensure that you are regularly updated with progress throughout the administration period. This may be through your line manager or through email updates.</p>								
How would I calculate my statutory redundancy pay entitlement?	<p>Your entitlements are based on both length of service and age.</p> <p>The statutory weekly maximum is £475 and calculated as follows:</p> <table> <tr> <td colspan="2">Age</td></tr> <tr> <td>Under 22</td><td>½ week per year's service</td></tr> <tr> <td>22-40</td><td>1 week per year's service</td></tr> <tr> <td>41 and over</td><td>1½ week's per year's service</td></tr> </table> <p>Redundancy pay is capped at 20 years' service and the maximum entitlement is 30 weeks. Redundancy payment is tax free.</p>	Age		Under 22	½ week per year's service	22-40	1 week per year's service	41 and over	1½ week's per year's service
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How long will I have a job?	<p>This will depend on if there is a sale of some or all of the business and therefore it is difficult to provide a definite answer at this time. However in the event your role is made redundant you will be provided with written notice either via email or post.</p>								
What about my Pension payments and other benefits?	<p>Our specialist pension team will be reviewing the company policies and we will communicate in due course. Any employees should speak to their pension provider for immediate questions they have.</p>								

What happens if I resign before I am issued with notice of redundancy?	If you resign you are terminating your employment with the Company. You'll still be able to receive payment for work done (either by payment made by the company or claimed from the RPS) and payment in lieu of holiday accrued but not taken; but you won't be entitled to redundancy or notice pay.
Will annual leave still be allowed to be booked / taken?	Existing holiday bookings will be honoured. Any future holiday bookings, we would request that you speak to your line manager. However, please be aware that in the event that you are issued with notice of redundancy your annual leave entitlement will be pro-rata as at your leave date.
Is there anywhere else that I can obtain assistance?	<p>Contacts:</p> <p>General queries, employment rights - www.gov.uk</p> <p>Statutory Maternity Pay or Sick Pay – Statutory Payments Disputes 0191 225 5221</p> <p>Claiming benefits, support or job search – Job Centre Plus 0800 055 6688</p> <p>PAYE queries – HMRC 0845 300 0627</p> <p>Tax Credit Helpline – HMRC 0345 300 3900</p> <p>Redundancy Payments Service – 0330 3310020 or email redundancyclaims@insolvency.gsi.gov.uk</p> <p>Money Advice Service – 0300 500 500 www.moneyadvice.org.uk</p>
What about expenses that I'm owed?	<p>We can't make a decision on expenses until we're clear on the value of all claims. Please submit all claims through the usual process no later than 29 January 2016. We'll then make a decision and communicate this to you.</p> <p>.</p>
I have a Company phone, can I carry on using it?	The Administrators agents are in discussions with the current provider with a view to securing on-going arrangements to continue these facilities. We hope to avoid/limit any operational disruption.
Will I be able to continue to use my Company car?	The Administrators agents will be having discussions with the current provider and will make funds available to pay ongoing costs of car leases.
Will you be consulting with me throughout the Administration process?	<p>We will engage with all employees through the Administration process. We are committed to ensuring that you receive regular and meaningful updates. I understand that there is not Union recognition, and we will invite you in the coming days to nominate employee representatives so that we can more easily have an open dialogue.</p> <p>If you have any questions that you'd like to ask, please direct them to a member of your HR team or your line manager.</p>

What do I do if I receive enquiries from the media?

Should anyone from the media contact you please do not answer any questions yourself. Instead refer them to our press office on **020 7212 1391**.

Please be mindful when making comments over social media as these can often be misconstrued.
