Ensure you have read and are familiar with the details in the Secondment and Fixed Term Policy before the meeting.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Pre-Meeting Action;** | **Done/ discussed** |
|  | Consider contractual notice when establishing when you must provide notice and prepare for the last day. |  |
|  | Considering the Fixed term end date, diarise, arrange and book the meeting with the fixed term employee (Use template letter SFT5) |  |
|  | Have available any PDP, PDPR and other review meeting notes available to discuss if required |  |
|  | Secure and confirm any additional budget to extend the fixed term or to make a permanent appointment |  |
|  | As part of your preparation, should you have any concerns or questions prior to the meeting please discuss them with HR Direct (2 7700) |  |

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| **Review Meeting;** | **Done/ discussed** |
|  | Confirm reason for the meeting  |  |
|  | Confirm representation has been offered and who they are bringing. If not confirm that they are happy to go ahead without representation. |  |
|  | If applicable confirm extension and new end date – you must establish that the employee wishes to continue with the appointment (ensure funding has been secured as above) |  |
|  | If the fixed term is extended, arrange and diarise future review meetings including the new fixed term end date review, considering appropriate contractual notice |  |
|  | If applicable confirm termination of contract on grounds of ‘end of fixed term’ contract’, and the end date with the employee. You must provide contractual notice to them. Ensure you are clear on your rationale for ending the contract. end of funding etc. Should they wish to leave sooner, they must request this in writing.  |  |
|  | Inform the employee of the support they will receive in seeking alternative employment (see policy). You may wish to consider meeting informally on a weekly basis to advise the employee of any possible suitable vacancies, or any other support they may require. |  |
|  | Complete contractual change or leaver process as appropriate  |  |
|  | Comments |  |
| **Post Meeting Action;** | **Done/ Discussed** |
|  | Confirm the outcome of the meeting (use template SFT7) |  |