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**Final Consultation to contemplate formal notice of redundancy / Termination Meeting – Agenda and Notes**

Employee Name: ..……………………………………………………..............

Job Title: ..……………………………………………………………...

Change Programme: ..……………………………………………………..............

Date of Meeting: .….…………………………………………………………...

Manager: ………..……………………………………………………...

Management Rep/HR (if applicable): …………………………………………………….

NHSBT / Union Rep: ………………………………………………………………………..

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| **WHAT TO EXPLAIN / DISCUSS** |
| Can I confirm that you are aware you can be represented by a Staff Side Rep or accompanied by an NHSBT colleague?*If they are not accompanied, ensure they are happy to proceed.* | Yes/No/NA |
| You will be given a copy of this checklist that I am completing at the end of the meeting for you to sign and retain | Yes/No/NA |
| The purpose of the meeting is to consider if it is appropriate to issue you with notice of dismissal on the grounds of redundancy. | Yes/No/NA |
| We need to review all comments/queries from the last consultation meeting and check that these have all been resolved. | Yes/No/NA |
| Discuss any redeployment activity e.g. suitable alternative employment, reasonable alternative employment, what posts applied for and the outcome. | Yes/No/NA |
| **For Voluntary Compulsory Redundancy (VCR)*** Confirm VCR approved and status of GAC approval.
* In accepting VCR, you will be removed from the redeployment register and you will no longer receive preference as a redeployee
* As VCR has been agreed, we are issuing formal notice on the grounds of voluntary compulsory redundancy effective from the date of this meeting.
 | Yes/No/NAYes/No/NAYes/No/NA |
| **For Compulsory Redundancy*** I can confirm that given our discussions so far and your circumstances that no alternative to redundancy has been identified so we are issuing formal notice on the grounds of compulsory redundancy effective from the date of this meeting.
* Meetings will be held with you during your notice period to continue to identify alternative employment and you will remain on the redeployment register during your notice period.
* Confirm the arrangements for these meetings – who, where and when
 | Yes/No/NAYes/No/NAYes/No/NA |
| **Redundancy/Pension Arrangements*** Confirm the most recent redundancy estimate figure. This has been provided for guidance purposes only. This estimate will be correct as at the date the estimate was provided and given the last date of service used. ***It is not*** the confirmed amount of contractual redundancy that you will receive. The actual figure ***cannot*** be calculated until the termination date and final earnings are known. Further estimate or notification of final payment figure will ***only*** be provided in exceptional circumstances.
* Redundancy payments are subject to GAC approval – outline status of GAC approval.
* I need to remind you that if you have any queries regarding redundancy or pensions, you need to contact University Hospitals Birmingham (UHB) Pensions Team by email stating that you work for NHSBT and stating your assignment number.
* If you are taking a pension option or Voluntary Early Retirement (VER), you will receive an AW8 form from UHB Pensions. If this is not received within 2 weeks of this meeting, you need to contact HR Direct on 0117 322 7700. It is important that you complete this form as a matter of priority as these take approximately 3 months to progress. You need to get the local HR to verify ID documents required by the Pensions Agency.
* Only ***contractual*** overtime is included in the redundancy payment. Any irregular or ad-hoc overtime will not be included in any calculation or payment.
* UHB will do an additional calculation of your redundancy pay 3 months after your leaving date. If they calculate that you are due any further payments, this will be made after this point.
 | Yes/No/NAYes/No/NAYes/No/NAYes/No/NAes/No/NAYes/No/NA |
| **NHSBT – Pensions Options Choice and Redundancy Confirmation** **On your most recent redundancy estimate sent by UHB there is a section entitled “Confirmation of Redundancy/NHS Pension option being taken”****The section at the top relates to the redundancy or pensions options you wish to take. Can you confirm you have selected the option you wish to take? Do you have any queries about this?***Have you read and understood the declaration and statements contained in the form relating to whether you have been made redundant before and any job offers you may have received or do receive in the future? Do you have any queries/concerns? Can you please complete the declaration.****This should be returned to HR Change Admin immediately after the meeting*** | Yes/No/NA |
| **Termination Arrangements*** The UHB termination form will be completed by HR Change Admin within the next week
* Any outstanding overpayments will need to be deducted from your final salary
* ***Receiving redundancy pay*** - If your final day of service is between 1st and 10th of the month, you will receive your redundancy pay in the current month and from 11th onwards in the month after
* You will receive written confirmation of your notice of termination within 7 calendar days from the dismissing manager
* Discuss any arrangements for any other actions needed prior to leaving with reference to the Managers – Leavers Information on People First If applicable – discuss any arrangements for lease car, liaise with Fleet Services
 |  |
| **Termination Form and Confirmation of Dismissal Letter – complete following*** List the dates of the consultation meetings that have taken place ……………………………….…………………………………………………………………………….. ……………………………………………………………………………………………………………...
* What is the last day of service and notice period? (**in weeks**) ………………………………………………………………………………………………………………
* Will the employee have any balance of annual leave to be paid or deducted (this should be in exceptional circumstances only? Yes/No

 If Yes, please specify the number of **hours** for termination form……………………………….* Is there a change to the employees address on ESR for future correspondence? Yes/No

 If Yes, please specify address …………………………………………………………………………..* Are there any repayments outstanding? Yes/No

 If Yes, please specify……………………………………………………………………………………...* UHB Redundancy/Pensions Options and Redundancy declaration sections on the most recent Estimate completed and attached? Yes/No
 |
| **Redundancy figure**HR Change Admin will receive your redundancy figure from UHB in the middle of the month you are due to be paid, this figure may be different to your estimate. If you would like to be contacted with this information before you are due to be paid, please specify a personal email address we can use to contact you: …………………………………………..**Final payslip and P45**Your final payslip and P45 will be sent to your home address, if there is any change to the address listed in ESR please specify your new address in the box above to ensure this is changed. You will be able to access EASY for 4 weeks after your termination date to view your past payslips electronically, please ensure you make a note of your sign in information and the web browser to do this from a personal computer.  |  |
| **Appeals Process**I can confirm you have the right to appeal the decision to terminate employment on grounds of redundancy. If you wish to appeal you must put this in writing by e mail to the Appeals Secretary anna.early@nhsbt.nhs.uk or in writing to Human Resources, NHSBT Centre, Coxford Road, Southampton SO16 5AF, within 7 calendar days of the date of termination letter. You will be required to provide full details of your grounds for appeal, making clear what resolution you are seeking. | Yes/No/NA |
| **Notes** |

**Confirmation of Meeting**

I accept that this is an accurate record of the meeting:

|  |  |  |  |
| --- | --- | --- | --- |
| Employee signature |  | Date |  |
| Manager signature |  | Date |  |

Next Steps:

* Provide the employee a copy for their records and scan a copy to HR Change Admin email address together with the Redundancy estimate with the relevant declarations and Redundancy/pensions options section completed immediately after the meeting due to payroll deadlines.
* **The Manager should NOT complete a termination form to remove them from the payroll.**
* **The HR Change Admin team will complete the Termination of Employment on Redundancy Form (ESR 110) which will ensure removal from payroll and instigate any redundancy payment.**

**The manager must however follow other leaver processes to close down accounts, IT access, remove identity passes etc as normal and indicated in the On the Leavers pages on People First.**