

***[\*NB. Once Minutes have been agreed between management and Staff Side, they should be provided to the HR Lead for updating the available Consultation documents]***

***[Consultation Name]***

**Collective Consultation Meeting *[number]* Minutes**

**Date, Time, Venue**

**Participants:**

***[Name; Initial; Job role; Department]***

**Apologies:**

1. **Welcome and Introduction**

**Chair** welcomed all present. Introductions were given by all, name, role and who they were representing. (As above)

1. **Membership of the Group**

Future meeting dates and venues

* ***[Dates]***

Agenda for these meetings will be agreed by all. Agenda items welcome. Feedback throughout the process is very welcome.

Minutes for meetings going forward will be agreed by one member of staff side, representing all in the 3 calendar days following.

**Minutes for this meeting will be drafted by *[NAME]* and sent to *[NAME]* on *[DATE]* to be agreed by staff side on *[DATE].* Sent to all *[DATE].***

**A Communiqué will be sent out on *[DATE]***

Representation – roles and responsibilities

CHAIR asked all to explain their roles and responsibilities.

SUMMARISE COMMENTS

CHAIR explained it was the role and responsibility of all staff side representatives to gather comments on the proposal from the group they are representing.

Consultation Process

OUTLINE CONSULTATION PROCESS

1. **Detailed walk through the Consultation Document**

SUMMARISE KEY POINTS:

Question and concerns raised are outlined under points 4 and 5 below.

1. **Staff side questions and concerns**

Include:

* + QUESTION/CONCERN
  + RESPONSE
  + Name of Rep
  + Management or Staff side

1. **Management Side Questions**

SUMMARISE POINTS

1. **Agreement of joint communiqué to staff**

Suggestions for Communiqué:

1. **Any Other Business**
2. **Date of Next Meeting**

***[Date, Time, Venue]***