****

***[\*Delete as appropriate***

***\*Second \*Third]* Individual Consultation Meeting – Agenda and Notes**

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

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

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

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

Manager: ………..……………………………………………………...

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

NHSBT / Union Rep (if applicable):.…………………………………………………………

|  |
| --- |
| **AREAS TO EXPLAIN/DISCUSS:** |
| I would like to confirm that you know 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.* |
| You will be given a copy of the checklist I am completing at the end of the meeting for you to sign and retain. |
| Firstly, we are going to review the notes from the first consultation meeting and check that these have all been resolved. |
| I can confirm the current position e.g. outcome of competitive interview process, slotted-in, voluntary redundancy, redundancy transfers etc. *If they have been slotted-in, appointed to another post etc. confirm they received written confirmation.* |
| ***If Voluntary Compulsory Redundancy applicable confirm arrangements****.* If you are successful it will be subject to GAC approval and you will be removed from redeployment register. Once GAC approval has been received a termination meeting will take place. |
| Discuss any redeployment activity if applicable e.g. Suitable Alternative Employment (SAE), reasonable alternative employment, what posts applied for and the outcome etc. |
| We discussed at the last meeting the support available. What support have you taken up and is there any additional support you require? |

**CONFIRMATION OF MEETING**

To summarise

|  |  |
| --- | --- |
| I explained your entitlement to representation  | Yes/No |
| We covered off the queries from the first consultation meeting and those not resolved are noted for action below? | Yes/No/NA |
| I outlined your current position | Yes/No |
| We discussed the support that you have taken up and I have noted below the additional support you require as actions | Yes/No/NA |
| We have discussed arrangements for identifying and communicating possible redeployment opportunities (if applicable)? | Yes/No/NA |
| **Notes:** |

|  |
| --- |
| **Redeployment Activity/Change in Circumstances:** |

**Next steps:**

If VCR has been approved are you happy to receive a letter in place of a formal termination meeting? Yes/ No / N/A

Do you require a third consultation meeting / termination meeting? \*Yes/No

Specify date, time and venue…………………………………………………………………………

\*Send out a calendar invitation with above details

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

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

Provide a copy to the employee for their records. Original to be retained by HR rep for reference to individual circumstances for SAE / alternative employment and filing on personal file at closure of change programme. **HR Direct do not require a copy unless otherwise specified for your particular consultation.**