

*[CHANGE PROGRAMME NAME]*

**Collective Consultation Meeting [number]**

[Date, Time]

[Location]

|  |  |
| --- | --- |
| **Participants:**  **Management Side**  [Names and job titles]  **Staff Side**  **[Names and Union]** | **Apologies:**  **[Names]** |

**AGENDA**

|  |  |  |
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|  |  | **Owner** |
| **1.** | Welcome |  |
| **2.** | Action points from last Collective Consultation meeting –[date of meeting] |  |
| **3.** | Staff side questions and concerns |  |
| **4.** | Management side questions |  |
| **5.** | Details of Next meeting including Close of Collective Consultation and next steps |  |
| **6.** | Confirm process for booking individual consultation meetings and opt out of individual meeting process for those who do not wish to have a meeting |  |
| **7.** | Agreement of joint communiqué | All |
| **8.** | Any Other Business | All |