****

**First Individual Consultation Meeting – Agenda and Notes**

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

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

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

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

Manager: ………..……………………………………………………...

Management Support/HR (If applicable): ……………………………………………….

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

|  |
| --- |
| **AREAS TO EXPLAIN / DISCUSS:** |
| Before we start I would like to confirm that you understand that 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.* |
| During this meeting I will explain the main points of the change. I will note any actions as we go along, and you will be provided with a summary at the end of the meeting for you to sign and retain**.** |
| Can I check that you have been able to access a copy of the Final Decisions Document and any other end of Collective Consultation documents? |
| I would like to just explain the outcome of the Collective Consultation and how the proposal affects you – *explain outcome of collective consultation.* |
| Make this specific to the individual employee including how the slotting-in or ring-fenced competition proposals affect them and name the relevant consultation documents + provide links where possible. |
| The purpose of the meeting is to assist you through the changes agreed during Collective Consultation and make sure that any support, information or queries are provided and dealt with promptly. |
| I can confirm that this is the start of your individual consultation and that you can have up to 3 meetings or can decline further individual consultation meetings if you do not have any further queries. |
| If no alternative employment can be found a termination meeting will be held to give notice. You would need to take any outstanding annual leave prior to your last day of service. |
| Suitable Alternative Employment (SAE) opportunities will be sought throughout the consultation process reviewing the restricted weekly vacancy bulletins. Where identified you will receive notification from me as your manager. SAE is based on similar earnings (pay protection will be considered), status, job content and convenience, for example location, working hours. |
| What would you consider as reasonable alternative employment for other posts e.g. location (are you prepared to relocate?), hours, skills, experience, qualifications. Do you have any carer responsibilities? |
| Other support that is available to you includes the Career Development Toolkit (available on People First) Employee Assistance Programme, Occupational Health, OWD, staff side, HR, manager etc. |
| ***If applicable, Pregnant or on maternity leave*** – If it is not possible to return to your previous job, you will be offered alternative employment, if available, and it must be offered to you in preference to any other redeployee who is similarly affected but who is not pregnant or absent due to maternity leave. |
| ***Pay Protection***– Confirm if applicable and any arrangements - Where Pay Protection applies, the ***HR Lead*** should request the ESR-FRM-111 from HR Change Admin. |
| *“Protection of Pensionable Pay –* If suffering from a reduction of pensionable pay (for example moving to a lower paid post due to redundancy) and are part of the 1995/2008 scheme you can apply to have your pensionable pay protected if applying within three months of the reduction taking place. – (*Signpost to UHB Pensions)* More Information is available on the following link which includes an information leaflet and application form:<https://www.nhsbsa.nhs.uk/>Enter “protection of Pay application” into search box. This is given to you for information purposes only as it is your own responsibility to apply for this at the appropriate time. (*Signpost to UHB Pensions)”* |
| ***Flexible Working –*** *confirm any current flexible working arrangements in place; discuss any concerns the colleague has about this; discuss and agree any minor changes to current arrangements as a variation; it is possible that due to the impact of the organisational change, a new application may be required.* |

**Redeployment Support (if applicable):**

I can confirm that you have been/will be placed on the redeployment register. You will have/will therefore receive/d a letter of confirmation of entry to the register which will outline the following support, some of which you may have already received

* Priority for NHSBT vacancies on same band – highest priority to redeployees with second priority to potential redeployee
* Informal meeting or presentation to outline support and how to access
* Access to HR Direct for assistance
* Access to NHS Jobs restricted account and support in activating this
* Access to a change coach to support you with CV/application writing, interview prep
* Priority for our in-house training

**Redundancy Payment (if applicable):**

*Voluntary Compulsory Redundancy/Voluntary Transfer – This is not offered on all change programmes. If there is a proposal to allow voluntary compulsory redundancies/voluntary transfers, confirm whether they are interested and explain the process for applying if applicable.*

**Compulsory Redundancy** - We will seek to avoid redundancy, wherever possible, however if this is not possible we have to proceed with compulsory redundancy. Could I check that you have received your estimate (if eligible). There are a few points that I would like to make you aware of:-

* Estimates may vary from the final figure as it is based on the final 3 months prior to the termination date
* The start date is based on continuous NHS service i.e. no break in service of more than 12 months. Can you confirm that the date is correct / are you a retiring returnee?
* If NHS continuous service date is incorrect evidence will be required and we will need to amend your ESR record by completing the correct form
* If you have already received a redundancy payment from the NHS, this must be declared as service already subject to a redundancy payment cannot be paid twice and if applicable a revised estimate will need to be obtained
* If you have any queries regarding your redundancy or pensions you must contact the University Hospital Birmingham (UHB) Pensions Team by email 918pensions@uhb.nhs.uk stating your assignment number and stating that you work for NHSBT.
* The redundancy payment will be calculated using a minimum notional full-time earnings of £23,000 pa and maximum notional full-time earnings of £80,000 pa (both pro-rated for part-time). The employer cost for early payment of NHS Pension benefits (for those members who are entitled to early payment) will be limited to a maximum of the value of the individual’s redundancy payment. Note: Previously the full cost of early payment was met even where this was more than the redundancy due (sometimes referred to as ‘top-up’). This means that some reduction may still apply depending on individual circumstances.
* If you are over the minimum retirement age but under the normal retirement age and in the pension scheme, you will have a choice over how you take your redundancy payment. You will need to indicate this on the choice form which forms part of the estimate you will/will have received, and this will be collected during your formal termination meeting – if applicable.
* 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
* Only contractual overtime will be included in any calculations/estimates and not any other overtime whether it is regular or ad-hoc
* Redundancy payments are subject to Governance and Assurance Committee (GAC) approval

NHSBT has a legal obligation to seek to avoid redundancy. If you refuse an offer of suitable alternative employment by NHSBT or any other NHS employer without reasonable ground, you may lose your right to a statutory redundancy payment.

There is an expectation that you will apply for reasonable alternative posts and where this is not the case you could risk your entitlement to enhanced NHS redundancy payments.

If you receive an offer of NHS employment before the date your employment terminates, or you take up NHS employment within 4 weeks of the date of termination, you would be required to refund your redundancy pay and/or enhanced pension contributions and you have an obligation to inform us.

**Change of Base / Relocation (if applicable):**

As this is a change of base, I can confirm the following which I will record in the notes section below:-

* Please confirm that any recent changes of home address have been notified to Pay Support. If you have not actioned this, please go to ‘Personal Changes’ on People First and complete the relevant form.
* Please confirm your work pattern e.g. Office based, Full-time/Part-time, Regional/National role etc.
* Please confirm your current travel arrangements e.g. mode of travel, travel time, current home to base mileage (using AA auto route), cost of parking, cost of public transport to existing base
* Please confirm your intended travel arrangements e.g. mode of travel, estimated time of travel, new home to base mileage, requirement for parking and cost, cost of public transport to new base.
* Please confirm any childcare or carer responsibilities both current/future arrangements and cost.

**CONFIRMATION OF MEETING**

To summarise:-

|  |  |
| --- | --- |
| I explained your entitlement to representation | Yes/No |
| I outlined the outcome of the Collective Consultation and the impact on you | Yes/No |
| I confirmed that you have received the Final Decisions Document | Yes/No |
| I outlined the support available  | Yes/No |
| I confirmed your entry to the redeployment register (if applicable) | Yes/No/NA |
| I confirmed that you have received your redundancy estimate (if applicable)? | Yes/No/NA |
| I confirmed you NHS continuous employment start date was correct on the redundancy estimate (if applicable) | Yes/No/NA |
| I confirmed that you had not received redundancy from the NHS before (if applicable) Where you have received redundancy before I will contact HR Direct to arrange for a revised redundancy estimate | Yes/No/NA |
| You understand that if you are offered a job prior to your termination date or commence other NHS employment within 4 weeks of your termination date, you will have to refund your redundancy and/or enhanced pension | Yes/No/NA |
| You understand the impact on your redundancy pay of refusing offers of alternative employment? | Yes/No/NA |
| **Notes - to include discussion and any questions answered or still requiring clarification:** |
| **Note below any particular individual circumstances that are relevant to the identification of SAE or reasonable alternative employment opportunities e.g. location, hours, skills, qualifications, experience or caring responsibilities:** |

**Next steps:**

Is a second consultation meeting required? Yes\*/No

Specify Date, time and venue ………………………………………………………………………..

\*Send out a calendar invitation with above details

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

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.**