

***[\*NB. This must be agreed between management and Staff Side before the document can be published by the HR Lead]***

*[CHANGE PROGRAMME NAME]*

**Joint Communiqué *[number]* - Collective Consultation Group**

**Meeting *[number]- [Date]***

**Management Side:**

***[Names and job titles of attendees]***

**Staff Side:**

***[Names and Union they represent*]**

Minutes taken by: ***[name]***

**1. Genuine Consultation**

CHAIR reiterated to the group that this was truly a genuine consultation and that all feedback was welcomed throughout the process. Particularly through the collective consultation group and the specific email address ***[E-mail address and any relevant links]***

**2. KEY COMMUNICATION (TO BE AGREED JOINTLY)**

***Summarise the agreed communique. Including:***

* ***Key discussion points***
* ***Key outcomes***
* ***Next steps***

**3. Clarity of Consultation Process**

The following key dates were confirmed for this consultation:

* Consultation Launch Date – ***[DATE]***
* Collective Consultation closure date – ***[DATE]***
* Individual status letters circulated – ***[DATE]***
* Outcomes released (detailing decisions made in the consultation group) – **[DATE]**
* Individual Consultation commences – ***[DATE]***
* Individual Consultation closes – ***[DATE]***
* Implementation of changes – ***[DATE]***