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| CONSULTATION CHECKLIST |
| **Name of Employee:** |  |
| **Employee No.:** |  |
| **Job Title:** |  |
| **Service:** |  |
| **Location:** |  |
| **Continuous Service Date:** |  |
| **Formal Consultation Meeting:** | [ ]  First[ ]  Second |
| **Date of Meeting:** |  |
| **Manager holding Meeting:** |  |
| **HR Officer in attendance:** |  |
| **Employee representative (if not accompanied check if this was offered):** |  |

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| **CHECKLIST** |
| Explain the reasons why the changes are being considered and how the employee may be impacted (e.g. provide background information, refer to committee report, give details as appropriate of planned restructuring, closure, outsourcing, etc.). |  |
| Explain the likely impact on the employee, the procedure that will be followed and the timescales involved (e.g. what will happen next, what is the process, retraining, provide as appropriate details on matching employees to posts, ring fencing of posts, competitive recruitment, when will interviews take place etc.). |  |
| Inform of relevant policies and procedures (e.g. redeployment and redundancy policy, deployment process and register, personal profile, statutory 4 week trial period for redeployed job role in most cases, pay protection, reimbursement for additional mileage in case of relocation) |  |
| Discuss suitable alternative work and job roles the employee may be interested in or is aware of and any vacancies that may currently be available and consider any training required (discuss locations employee would be willing to go to, acceptable grades, existing knowledge, skills, experience etc.) |  |
| Ask the employee if there is anything they would like the organisation to take into account during deployment |  |
| Explain the support that is available to the employee (CV, interview techniques, etc). |  |
| Advise on further consultation meetings and agree dates as appropriate. |  |
| Cover any questions from the employee (agree timescales for your response if you are unable to answer immediately).  |  |

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| **Notes on key points of the Meeting** |