**Private and confidential**

[Employee name]

[Address]

[Date]

Dear [Name]

**Outcome of first consultation meeting**

I write further to our meeting on [date] at which you were accompanied by [name of trade union representative/University work colleague] / at which you declined the right to be accompanied\*, when we discussed the proposal put forward to restructure the [job title] roles within [department] / the funding situation relating to the [project] and your role\* and the implications for your future with the University.

As a result of this, if the proposal was to go ahead/no alternative funding is secured\* there would no longer be a/ be a reduced\* requirement for your role as [job title], effectively leaving your role at risk of redundancy.

You explained that [outline any comments or suggestions that the employee or their representative proposed and any responses/actions agreed].

As discussed we will consider any alternative suggestions you put forward during the consultation period and look for other suitable employment within the University.

This letter confirms that at the meeting of [date] you were formally advised that your existing post of [job title] is now at risk of redundancy. At this moment your post is not redundant, you are not under formal notice of redundancy and therefore you remain an employee of the University of York.

During the consultation period the University will continue to consult with you and consider any comments or alternative proposals you may have. Your comments and proposals will be considered before the final decision is made as to the way forward.

The consultation period is intended to seek your feedback, to provide information and to enable you to ask questions relating to proposals including the process for selection to any future posts.

If you have not already registered to receive notifications of jobs being advertised at the University that you might apply for on a redeployment basis, you can do so at <https://groups.google.com/a/york.ac.uk/g/staff-redeployment-group>.

In addition, as explained during the meeting, as part of the restructure there is [number] new [job title] role/s\* created. This/these will be ring-fenced to enable the affected individuals within [department] to be assessed for the role in the first instance. You will be contacted separately and given details of the roles and how to apply\* if appropriate

I explained that I would keep the situation under review and would meet with you again as part of the consultation process. In the meantime if you wish to make any further representations regarding your situation or have any questions, please do not hesitate to contact me.

I would again reiterate the support available to you through the Employee Assistance Scheme provided by Health Assured (0800 028 0199), further details of which are available at: <https://www.york.ac.uk/admin/hr/browse/health-and-well-being/employee-assistance>.

Yours sincerely

**[HoD]**

**[Job Title]**

# Cc: HR Manager; File; HR Services