

**Redundancy Consultation Meeting Pro Forma**

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| **1. EMPLOYEE’S DETAILS** | | | |
| Employee’s name (in CAPITALS): |  | | |
| Current contract expiry date: |  | Job Title: |  |
| Department: |  | | |
| Date of meeting: |  | | |
| Name of Manager/PI: |  | | |

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| **2. INTRODUCTION** |
| Explain the purpose of the meeting and confirm the individual’s right to representation: |
| Representative present Y/N Name: |
| **3. BUSINESS CASE**  Outline the business case and the reasons for considering potential redundancies:  Explain the implications for the individual:  Invite the individual to put forward suggestions to address the situation: |
| **4. SELECTION FOR REDUNDANCY**  Explain to the individual how the pool for redundancy has been determined:  Note any concerns of the individual relating to the redundancy selection pool:  Where a redundancy pool exists explain the selection criteria and how the selection will be made (e.g. by interview).  Note any points the individual raises regarding the selection arrangements: |
| **5. REDEPLOYMENT**  Explain the University’s approach to redeployment  If other posts are available in the department, or are likely to become available, discuss them with the employee.  If redeployment within the department is not possible explain why and discuss whether they would wish to be considered for any suitable vacancies that may become available in other departments.  Explain that the employee needs to register to receive the redeployment e-bulletin at <https://groups.google.com/a/york.ac.uk/g/staff-redeployment-group>. |
| **6. SUPPORT**  **It is important that staff are offered support in obtaining other suitable alternative employment.**  Discuss and agree any training that would assist redeployment:  Discuss and agree any assistance in applying for suitable alternative employment (e.g. updating CV): |

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| **7. CONCLUSION** |
| Outline the next stage of the process and explain the potential implications for the employee. |
| Give the individual the opportunity to make any further representations regarding their situation or the process: |
| Where appropriate agree a date for a further meeting (e.g. to respond to any suggestions for avoiding the termination of the employment) Where there is a pool of candidates a further meeting would be required to discuss the assessment against the selection criteria which has been applied to them and to inform them whether they have been selected for redundancy.  Remind employee that the University provides access to an Employee Assistance Scheme, through Health Assured who can be contacted on 0800 028 0199. This is a free, confidential information support and counselling service available to provide 24 hour support to all staff.  Date of Next Meeting: |

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| **8. FOLLOW-UP ACTIONS:**  Detail any further actions agreed |
| **9. SIGNATURES** |
| HoD/Nominee Date |
| Employee Date |
| Representative Date |

**An anonymised version of this form may be submitted for consideration by the joint consultative forum on redundancy.**