

## Checklist – Individual Consultation Meeting (Contract-End Management)

This checklist is intended to support managers holding an individual consultation meeting with an affected member of staff under the University’s contract-end management process. The checklist should be read in conjunction with [Guidance – Individual Consultation \(Contract-End Process\)](#).

A brief note of any consultation meetings should be taken and uploaded to the employee file on Core. A basic template is included overleaf if required.

Consultation Checklist	Tick
Welcome & introductions (including noting if a Trade Union Representative or work colleague is present)	
Explain the purpose of the meeting and outline the format it will take.  It may be useful to refer to <a href="#">Process Diagram – Contract-End Management (Employee)</a> to explain the wider context and the approach the University takes to the management of Open-Ended with Funding-End date/Fixed-Term contracts.	
Confirm that the employee received the initial email from HR, explaining that consultation would take place.	
Confirm the current funding-end or contract-end date and explain the reasons behind this (e.g. funding is due to cease).	
Discuss any factors relating to the end of the contract and whether circumstances are likely to change (e.g. is an extension of funding likely?) <i>*It is important avoid making any promises which can't be delivered at this stage and to keep information strictly factual.</i>	
Consider (jointly with the affected employee) any options or alternatives to the contract ending, including seeking views then listening, reflecting and responding to them accordingly.	
Discuss possible alternative options to support the employee to move on to new employment beyond their planned end-date (where appropriate), including:  - Potential internal moves within the team/unit (e.g. to another project role) - Ensuring individuals are aware that they can set up job alerts and that they will be given a priority interview if they apply for any relevant vacancies (in line with the Redeployment Policy) - Discussing career or development aspirations and exploring any potential moves to another project or even another institution, through informal or personal connections/networks	
Explain in more detail the process which will be followed including any next steps, specific to the individual concerned. It may again be useful to refer to: <ul style="list-style-type: none"> <li>• <a href="#">Guidance – Individual Consultation (Contract-End Process)</a></li> <li>• <a href="#">Process Diagram – Contract-End Management</a></li> </ul> <p>It may be possible at this point to pick out any key milestones and set dates for any follow up meetings (e.g. Information will be received back from the funder by [DATE] so a further meeting could be scheduled at that point).</p>	

**Record of Individual Consultation Meeting**

<b>Employee Name</b>		<b>Employee Number</b>	
<b>Manager Name</b>		<b>Date of Meeting</b>	
<b>What are the reasons for the potential ending of the contract?</b>			
<b>Is there any likelihood of the contract being extended?</b>			
<b>Are there any alternatives to the contract ending?</b>			
<b>How might support be provided to move to a new role?</b>			
<i>(e.g. Internal moves, setting up job alerts for internal vacancies, supporting to move to a new role externally, offering career or personal development guidance and direction)</i>			
<b>What are the next steps?</b>			
<i>(e.g. relevant actions to follow up, options to consider, date of next meeting)</i>			