**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).](https://www.gla.ac.uk/myglasgow/humanresources/mgrs-admin/contractend/managersupport/consultationguidance/)

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.

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| **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 [Process Diagram – Contract-End Management (Employee)](https://www.gla.ac.uk/media/media_562154_en.pdf) 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?) *\*It is important avoid making any promises which can’t be delivered at this stage and to keep information strictly factual.* |  |
| 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:     * [Guidance – Individual Consultation (Contract-End Process)](https://www.gla.ac.uk/myglasgow/humanresources/mgrs-admin/contractend/managersupport/consultationguidance/) * [Process Diagram – Contract-End Management](https://www.gla.ac.uk/media/media_562154_en.pdf)     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). |  |

**Record of Individual Consultation Meeting**

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| **Employee Name** |  | **Employee Number** |  |
| **Manager Name** |  | **Date of Meeting** |  |
| **What are the reasons for the potential ending of the contract?** | | | |
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| **Is there any likelihood of the contract being extended?** | | | |
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| **Are there any alternatives to the contract ending?** | | | |
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| **How might support be provided to move to a new role?** | | | |
| *(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)* | | | |
| **What are the next steps?** | | | |
| *(e.g. relevant actions to follow up, options to consider, date of next meeting)* | | | |