



**GUIDANCE ON CONSULTATION
ON FIXED TERM CONTRACTS
WHICH ARE DUE TO END AND
REDEPLOYMENT**

GUIDANCE ON CONSULTATION ON FIXED TERM CONTRACTS WHICH ARE DUE TO END AND REDEPLOYMENT

1. Who should read this document?

Deans, Directors, Heads of Schools, Heads of Departments, Research Institute Directors, HFAs and anyone else who has line management responsibility for fixed term staff.

2. Why do we consult on the ending of a fixed term contract?

All employers have a responsibility to consult with staff fixed term staff in regard to the termination of their contracts. The University has introduced a redundancy procedure and reviewed its arrangement in regard to consultation arrangements. This document should be read in conjunction with the University's redundancy procedure.

3. Who will conduct the consultation?

On a monthly basis Human Resources have provided managers and the trade unions with a list of fixed term contracts which are due to end in the following six months. Line Managers are required to consult with the individuals on the list in regard to the ending of their contract. Line Managers will be accompanied at the consultation meeting by their HR Business Partner.

If the fixed term employee requests to be accompanied at the meeting by a trade union representative or a work colleague this request will be granted.

4. When will the consultation take place?

The nature and frequency of the consultation will vary depending on the particular circumstance of the contract. It is normally expected that consultation meetings will take place six months before the contract is due to end, three months before the contract is due to end and one month before the contract is due to end. It is recognised that it may not always be possible to have the meetings exactly at the six months, three months and one month date, however every effort should be made to ensure that the meeting is as close as possible to the scheduled date. It is also recognised that for contracts of very short duration the six months, three months and one month meeting may not be appropriate.

5. What will be discussed at the six month meeting?

The purpose of this meeting will be to advise the member of staff of the position in regard to their current fixed term contract.

Where there is no possibility of an extension of the contract, it is absolutely imperative that the line manager informs the individual of the circumstances and their termination date both orally and in writing. If there is a possibility that the contract may be extended the individual should be advised of this, however it should be made clear that this is only a possibility rather than a guarantee that the contract will be extended and the individual should assume that the contract will not be extended until they receive a formal offer of an extension from Human Resources.

The manager should also establish if the individual is interested in being considered for redeployment. Further details in regard to redeployment are set out in subsequent sections of this guidance document.

A record of this meeting should be retained by the Line Manager and a copy sent to Human Resources. A suggested checklist which may also be used to record the meeting is attached as Appendix 1 and a draft letter from the Manager to the employee is attached as Appendix 2.

6. What will be discussed at the three month meeting?

This is an opportunity to update the member of staff on the likely way forward with their current fixed term contract. Following the meeting the Manager should write to the individual to confirm the issues discussed.

A record of this meeting should be retained by the Line Manager and a copy sent to Human Resources. A suggested checklist which may also be used to record the meeting is attached as Appendix 3 and a draft letter from the manager to the employee is attached as Appendix 4.

7. What will be discussed at the one month meeting?

At this point the likely way forward in regard to the ending of the fixed term contract should be much clearer. This should be communicated to the individual concerned. At this stage efforts to seek redeployment should intensify.

A record of this meeting should be retained by the Line Manager and a copy sent to Human Resources. A suggested checklist which may also be used to record the meeting is attached as Appendix 5 and a draft letter from the Manager to the employee is attached as Appendix 6.

8. Will the ending of the fixed term contract be considered in line with the University's redundancy policy?

Yes. The University must ensure that the ending of the contract is considered in line with the University's Redundancy Policy. The individual concerned should be advised of this at the one month meeting.

9. What steps will the University take to seek redeployment opportunities for staff whose contracts are due to end?

In order to help avoid the potential for redundancies arising from the ending of fixed term contracts the University has established a redeployment register. Fixed term employees with more than 51 weeks services will be eligible to join the register following their six month meeting.

While on the register fixed term staff will have access to the redeployment section of the e-recruitment website which includes details of redeployment opportunities. Recruitment to these vacancy will initially be restricted to individuals on the register.

While on the register potential redeployees can apply for any vacancy advertised on the redeployment section of the e-recruitment website at or below their current grade. Redeployees are not eligible to apply for any vacancy advertised on the redeployment section which is graded higher than their current grade.

10. If a redeployee applies for a vacancy through the redeployment register how will their application be considered?

It is for the redeployee to decide if they wish to apply for any of the vacancies on the redeployment section of the e-recruitment website. If the individual decides to apply they will be required to complete an application pack and return it to Human Resources by the closing date. The redeployee will generally be invited to attend a redeployment interview. In most situations there will not be a shortlisting process prior to interviews, however if a large number of potential redeployees express an interest in a particular redeployment opportunity a shortlisting may take place prior to interviews.

In conventional recruitment situations the University is free to set high standards in regard to essential criteria for any given post. In redeployment situation however a more flexible response is required. Where the potential redeployee does not meet one of the essential criteria related to skills, achievements or experience the redeployment interview panel should assess if it is possible to train the individual within a reasonable time period. If the individual can be trained within a reasonable time period the essential criteria can be waived. Where the potential redeployee does not meet an essential educational requirement e.g. a Degree the redeployment interview panel may waive this essential criteria if an assessment is made that the redeployees other attributes indicate that they could perform at a satisfactory level.

The redeployment will be for an initial trial period of 12 weeks.

11. If an individual on the register applies for a lower graded post, will their salary be protected?

Where however, a member of staff on the redeployment register wishes to apply for a post designated at a lower grade, the remuneration attached to the lower graded post will apply.

For further guidance in regard to any of the issues set out in this guidance document please contact you HR Business Partner or the Head of Consultancy, Recruitment Services and Policy.

Draft letter from manager to employee following a consultation meeting where the a fixed term contract is due to end in the next six months

In advance of the meeting the Line Manager should write to the employee to confirm the arrangements for the meeting.

Following the meeting either a Type A or a Type B letter should be issued – see drafts below

Letter Type A – to be issued in situations where there is currently no prospect that the contract will be extended

Dear

RE Consultation on the ending of your fixed term contract – meeting <insert date of meeting>

Thank you for meeting with me on when we discussed your current fixed term contract. As discussed your contract is due to end on and there is currently no prospect of this contract being extended. As requested by you I have asked Human Resources to place you on the University's redeployment register and you will be provided with details of vacancies as they arise.

If I can be of any other assistance in your search for alternative suitable employment do not hesitate to contact me.

While the University will make every effort to identify alternative suitable employment we can make no guarantee that a suitable position will become available in which case your employment with the University will end.

Letter Type B – to be issued in situations where there is a possibility that the existing contract may be extended

Dear

RE Consultation on the ending of your fixed term contract – meeting <insert date of meeting>

Thank you for meeting with me on when we discussed your current fixed term contract. As discussed your contract is due to end on While I am currently exploring the possibility of identifying funding to extend your contract, at this stage I can make no guarantees that the contract will be extended. You should therefore assume that the contract will end on unless you receive a formal offer of an extension from Human Resources.

As requested by you I have asked Human Resources to place you on the University's redeployment register and you will be provided with details of vacancies as they arise.

If I can be of any other assistance in your search for alternative suitable employment do not hesitate to contact me.

While the University will make every effort to identify alternative suitable employment we can make no guarantee that a suitable position will become available in which case your employment with the University will end.

Check list for Managers consulting with fixed term employees where the contract is due to end in the next three months

At this stage the line manger will have greater certainty in regard to the possibility of extensions and the likelihood that the post will end on the planned date. Again the line manager should have a full and open discussion with the employee in regard to the likely way forward for their current post.

There is no set format for these meetings but as a minimum the following issues should be addressed. Managers may wish to use this proforma to record the meeting.

What information was given to the employee in regard to the possibility of extensions to their current contract?

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What information was given to the employee in regard the termination of their contract?

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Did the employee indicate if they wished to be considered for redeployment?

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Name of fixed term employee

Date of Meeting.....

Signed Line Manager.....

Signed HR Business Partner

Draft letter from manager to employee following a consultation meeting where the a fixed term contract is due to end in the next three months

In advance of the meeting the Line Manager should write to the employee to confirm the arrangements for the meeting.

Following the meeting either a Type A or a Type B letter should be issued – see drafts below

Letter Type A – to be issued in situations where there is currently no prospect that the contract will be extended

Dear

RE Consultation on the ending of your fixed term contract – meeting <insert date of meeting>

Thank you for meeting with me on when we discussed your current fixed term contract. This was a follow-up to our previous meeting on As discussed your contract is due to end on and there is currently no prospect of this contract being extended. As requested by you I have asked Human Resources to place you on the University's redeployment register and you will be provided with details of vacancies as they arise.

If I can be of any other assistance in your search for alternative suitable employment do not hesitate to contact me.

While the University will make every effort to identify alternative suitable employment we can make no guarantee that a suitable position will become available in which case your employment with the University will end.

Letter Type B – to be issued in situations where there is a possibility that the existing contract may be extended

Dear

RE Consultation on the ending of your fixed term contract – meeting <insert date of meeting>

Thank you for meeting with me on when we discussed your current fixed term contract. This was a follow-up to our previous meeting on As discussed your contract is due to end on While I am currently exploring the possibility of identifying funding to extend your contract, at this stage I can make no guarantees that the contract will be extended. You should therefore assume that the contract will end on unless you receive a formal offer of an extension from Human Resources.

As requested by you I have asked Human Resources to place you on the University's redeployment register and you will be provided with details of vacancies as they arise.

If I can be of any other assistance in your search for alternative suitable employment do not hesitate to contact me.

While the University will make every effort to identify alternative suitable employment we can make no guarantee that a suitable position will become available in which case your employment with the University will end.

Check list for Managers consulting with fixed term employees where the contract is due to end in the next month

At this stage the line manger will have greater certainty in regard to the possibility of extensions and the likelihood that the post will end on the planned date. Again the line manager should have a full and open discussion with the employee in regard to the likely way forward for their current post.

There is no set format for these meetings but as a minimum the following issues should be addressed. Managers may wish to use this proforma to record the meeting.

What information was given to the employee in regard to the possibility of extensions to their current contract?

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What information was given to the employee in regard the termination of their contract?

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Did the employee indicate if they wished to be considered for redeployment?

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Did you explain to the employee that the ending of their current contract would be considered in line with the University's Redundancy Policy

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Name of fixed term employee

Date of Meeting.....

Signed Line Manager.....

Signed HR Business Partner

Draft letter from manager to employee following a consultation meeting where the a fixed term contract is due to end in the next three months

In advance of the meeting the Line Manager should write to the employee to confirm the arrangements for the meeting.

Following the meeting either a Type A or a Type B letter should be issued – see drafts below

Letter Type A – to be issued in situations where there is currently no prospect that the contract will be extended

Dear

RE Consultation on the ending of your fixed term contract – meeting <insert date of meeting>

Thank you for meeting with me on when we discussed your current fixed term contract. This was a follow-up to our previous meeting on As discussed your contract is due to end on and there is currently no prospect of this contract being extended. As requested by you I have asked Human Resources to place you on the University's redeployment register and you will be provided with details of vacancies as they arise.

If I can be of any other assistance in your search for alternative suitable employment do not hesitate to contact me.

While the University will make every effort to identify alternative suitable employment we can make no guarantee that a suitable position will become available in which case your employment with the University will end.

Letter Type B – to be issued in situations where there is a possibility that the existing contract may be extended

Dear

RE Consultation on the ending of your fixed term contract – meeting <insert date of meeting>

Thank you for meeting with me on when we discussed your current fixed term contract. This was a follow-up to our previous meeting on As discussed your contract is due to end on While I am currently exploring the possibility of identifying funding to extend your contract, at this stage I can make no guarantees that the contract will be extended. You should therefore assume that the contract will end on unless you receive a formal offer of an extension from Human Resources.

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