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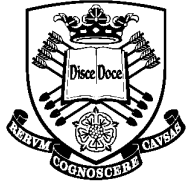
Manager Responsibilities Checklist

For use by Manager (including HOD or PI) during Individual Consultation Meeting, in relation to Organisation Change or Fixed Term Contract Expiry

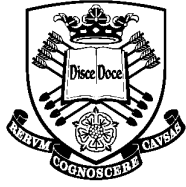
Name of Member of Staff:	
Department:	
Job Title & Grade:	
Date of consultation:	
Manager holding the meeting:	
Name of any representative present:	
Has the staff member been advised in advance of the meeting of the right to be accompanied by a work colleague/trades union representative: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Points to be covered by Manager during Individual Consultation Meeting:

1. Inform staff member that they are at risk of redundancy		Tick Box
1 (a)	Staff member informed that s/he is formally at risk of redundancy when their current fixed term contract expires on (date). Please Note – Where a member of staff has been continuously employed under that contract or successive fixed term contracts for a period of four years or more, the individual has the right to an open ended contract unless the continued use of a fixed term contract can be justified, according to the University's agreed criteria.	
OR		
1 (b)	Staff member informed that s/he is formally at risk of redundancy due to organisational change/restructuring.	
2. Explain the reasons for redundancy		Tick Box
2 (a)	Provide staff member with an explanation for the reasons for redundancy, i.e. <ul style="list-style-type: none"> • Reasons for the expiry of the fixed term contract • Whether funds are being sought to extend the contract • Whether there are any Suitable Alternative Employment (SAE) or redeployment opportunities available within the Department/Faculty. 	
OR		
2 (b)	Provide staff member with an explanation for the reasons for the restructuring/organisational change and implications for the individual.	
3. Explain measures to avoid redundancy		Tick Box
3.	Member of staff advised of their options in terms of eligibility for redeployment, other measures to avoid redundancy and redundancy payments, if applicable. Manager to briefly explain options and advise member of staff if they require more detailed information, that this is available on the HR website under the following links or by contacting their Faculty HR Adviser (contact details to be provided by manager).	



	<p>http://www.shef.ac.uk/hr/aboutus/whoweare/ops</p> <p>Please Note: The staff member should also be offered the opportunity to suggest ways in which the University could avoid redundancy.</p>	
4. Advise of written notification from Human Resources		Tick Box
4 (a)	Inform staff member that HR will be writing formally to the individual with details of the potential expiry of their fixed term contract and confirmation of options available as discussed earlier in the consultation meeting.	
OR		
4 (b)	Inform staff member that HR will be writing formally to the individual with details to confirm the outcome of the discussion in relation to the organisational change/restructuring exercise. This letter will also include confirmation of options available as discussed earlier in the consultation meeting.	
5. Advise of the staff member's right of appeal against redundancy		Tick Box
5.	During the meeting advise that the member of staff has a right of appeal against redundancy, and any appeal should be addressed in writing to the Assistant Director of Human Resources. This will be confirmed in the formal letter the member of staff receives from the HR Department.	
6. Advise of the support available to the staff member		Tick Box
6 (a)	<p>From the University:</p> <ul style="list-style-type: none"> - Training and Development - Career Counselling - Staff Support Line (HelpU) 	
6 (b)	<p>From Human Resources:</p> <p>Member of staff advised of HR Adviser who will oversee his/her case and can be used as a point of contact for any employment queries relating to redeployment or termination of contract (in addition to manager).</p>	
6 (c)	<p>From Managers:</p> <p>For example:</p> <ul style="list-style-type: none"> - Reference to support redeployment profile - Assistance with CV compilation/interview experience. - Discussion held with member of staff about any career advice/contacts or networking possibilities (particularly relevant to research staff). <p>Please Note: Support should only to be offered if this can be delivered – managers should check before promising any support.</p>	



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7. Advise of progress meeting		Tick Box
	Member of staff advised of date of any further meetings to discuss progress of his/her case or what happens next.	
Managers should ensure that they actively seek alternative employment for the staff member throughout their redeployment period and offer support and advice accordingly.		

Notes of Meeting

[To be completed by manager. A record of the meeting should be kept to include any issues raised by the member of staff and responses given and be kept on the individuals personal file.]

Declaration

I hereby confirm that I have been made aware of the options available to me in connection with either the potential expiry of my fixed term contract OR the risk to my contract of employment due to organisational change/restructuring, and that I may contact my PI /HoD/Manager or the HR Department with any further queries.

Signed (staff member):**Date:**.....

Signed (PI/HoD/Manager):**Date:**.....