EPM Model 1:1 form

For redundancy and restructuring

1:1 Consultation Meeting – Proposed Restructure

Name:

In attendance:

(HT/HR/Rep)

Date & Time:

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| 1. | Purpose of the meeting: The one-to-one meetings have been organised to give each person the opportunity for further discussion regarding the proposed restructure. There is the chance to talk through individual circumstances and ask any questions arising from the group meeting or the associated paperwork. |
| 2. | Concerns and or questions on how the proposed changes may affect you, specific queries about own situation, process etc: |
| 3. | Any suggestions for avoiding the need for redundancies: |
| 4.  | **Reminders:**Know who to address additional questions to? Yes / No Know process to submit counter proposal? Yes / NoNeed additional 1:1? Yes / No(If appropriate/planned: Final consultation meeting planned for xxxx @ xxx) |
| 5.  | Action Points: |

Signed:  Name:

(employee)

Signed:  Name:

(individual leading 1:1)