

Appendix 6

Outcome of 1:1 letter template, confirmation of at risk status

Ref

Date

Strictly Private & Confidential - Addressee Only

Name

Address

Dear

As you are aware discussions have been taking place on potential service changes and you have been issued with the consultation document for the XXXXXXXX directorate, which details how the changes may affect your post. This process is being conducted in line with the Trust's Management of Organisational Change Policy & Procedure, a copy of which is available from the Trust intranet.

I met with you on xx xx xxxx to discuss the impact of the proposed change on you as an individual. I enclose a copy of the consultation form completed at the meeting.

This letter confirms, as discussed at our meeting, that you are considered 'at risk' of redundancy. However, there are a number of opportunities within the new structure and I explained which one(s) was (were) likely to apply to you *:

- *Automatic Slotting in - your current post is assessed as being at least a 70% match to post xxx in the new structure and there is no other candidate who matches*
- *Competitive slotting in - your current post is assessed as being at least a 70% match to post xxx in the new structure but there are other eligible staff so a competitive interview will be held*
- *Redeployment – you are not expected to slot in to any of the new posts in the structure so you will be ring fenced to apply for any posts left after automatic slotting in and competitive slotting in have been exhausted where applicable.*

** Delete whatever is not applicable*

I explained that redeployment would be sought for you if there are no suitable posts for you within the new structure. In this case you would be eligible for redeployment and guaranteed an interview for any post for which you meet the minimum criteria of the person specification ("prior consideration"). Whilst you would be guaranteed an interview for appropriate vacant posts if you meet the above criteria you are not guaranteed the post itself.

The assessment/appointment process for the new posts will be completed by XXXXXX and if you are not successful, a meeting will be arranged as soon as possible to outline any possible further opportunities in the new structure and to advise you of the next steps.

As a result of being 'at risk' you will be registered on the Trust's redeployment register and we will work with you to try and achieve a successful alternative post.

I appreciate that this is an unsettling time for you and wish to reassure you that I will endeavour to ensure any changes run as smoothly as possible. You may find it helpful to contact the employee assistance programme which provides free, confidential counselling and advice to Trust employees:

Health Assured (0800 7832808 - Confidential Care)

In the meantime, please do not hesitate to contact me if you have any queries.

Yours sincerely

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