

Guidance for line managers on the content of the consultation meeting

A consultation meeting between the line manager and the employee should take place at least 4 months prior to the employee's expected end date.

The purpose of the consultation meeting is to update the employee on the status of their fixed term contract. It is therefore recommended that the following points are discussed:

- A reminder of the context and reasons for the post being fixed term;
- Any changes to the context i.e. renewal of funding, the sourcing of additional funding, awaiting the outcome of a funding application/s, the requirement for the work to continue, the extension of a project, the relevance of considering a transfer to an open-ended contract, the end of funding, the end of a project etc – and the impact of this upon the employee's contract;
- alternative employment in the department
- redeployment eligibility if the employee will have over 12 months service by their expected end date

You should confirm with the employee one of the following statuses:

1. The extension of the employee's fixed term contract of employment or the request for an open-ended contract of employment

You should confirm with the employee if their contract is being extended, or if a move to an open-ended contract status is being requested. You should advise the employee that you will be required to raise a financial Authority to Appoint (ATA) form for this purpose. Once the fully authorised ATA is received by HR; HR will send the employee a contract extension letter or contract variation letter. Approximate timescales for this process and further information on open-ended contracts can be found on the [FAQs](#).

2. Status unknown

You should confirm with the employee that their future contract status is unknown and inform the employee of the reasons for this status, and the likely timescales of when an outcome is likely to be known. You should maintain contact with the employee during this time until a decision is known, and once the outcome is confirmed, you should meet with the employee to advise them appropriately of the status.

Please note that if the employee is noted on the report as being eligible for redeployment (i.e. the employee has 12 months or more continuous service by the contract expected end date) they will be entitled to redeployment support and they will be eligible to join the Redeployment Register. You should advise the employee that they are eligible to join the redeployment register. Further information on redeployment can be found in the [Redeployment Policy](#). The employee also has the right to reasonable time off to seek alternative employment or re-training. Time off for this purpose should be agreed, in advance, with you.

3. End of fixed term contract of employment

You should confirm with the employee that their fixed term contract will end on the expected end date and explain the reason for this. Advise the employee that you will inform HR that the contract will end on the expected end date, and HR will write to the employee to formally confirm the end date.

You should discuss any alternative employment options available and give the employee the opportunity to raise any issues of concern regarding the expiry of their contract.

Please note that if the employee is noted on the report as being eligible for redeployment (i.e. the employee has 12 months or more continuous service by the contract expected end date) they will be entitled to redeployment support and they will be eligible to join the Redeployment Register. You should advise the employee that they are eligible to join the redeployment register. Further information on redeployment can be found in the [Redeployment Policy](#). The employee also has the right to reasonable time off to seek alternative employment or re-training. Time off for this purpose should be agreed, in advance, with you.

The employee should also be advised of the following:

When searching for other job opportunities in the University, all roles are advertised at <https://strathvacancies.engageats.co.uk> and job adverts are also placed on notice boards located in buildings throughout the campus. For academic roles in other institutions, the Website used by UK universities and Institutes of Higher Education is www.jobs.ac.uk.