**UCL HUMAN RESOURCES**

Appendix 1: Invitation to Consultation Meeting

**[Date]**

**Strictly Confidential - Addressee only**

**[Name and Department]**

Dear

As you are aware the funding or project for your appointment as **[job title]** in the **[Department]** is due to end on **[date]**.

OR

As you are aware your appointment as **[job title]** in the **[Department]** is due to come to an end on **[date]** because the substantive post holder is due to return to their job.

At the present time, UCL has been unable to secure any further funding for this post / does not foresee this funding / contract being renewed. Therefore your post is at risk of redundancy.

OR

As you are aware your role was at risk of redundancy due to an organisational change.

I would like to invite you to attend a consultation meeting on **[date]**at **[time]** in **[venue]** to discuss the proposed termination of your contract.

The meeting will be held by **[Manager or nominated person ]**.

At this meeting, we will discuss the reasons for the proposed termination of your contract, and explore the possibility of alternative options such as redeployment.

You will also be given the opportunity to ask any questions or raise any relevant issues. The final decision regarding your contract will take into account any representations you make at this meeting.

You have the right to be accompanied by a trade union representative or a work colleague.

I would be grateful if you could confirm your attendance at the meeting on receipt of this letter.

A copy of UCL's [Termination Procedure](https://www.ucl.ac.uk/human-resources/termination-procedure-all-ucl-employment-contracts) can be found on the HR web pages.

Following the consultation meeting, in the event that your contract is terminated, you may apply for redeployment opportunities at your grade and below, in line with the [Redeployment Procedure](https://search2.ucl.ac.uk/s/redirect?collection=website-meta&url=https%3A%2F%2Fwww.ucl.ac.uk%2Fhuman-resources%2Fredeployment-policy&index_url=https%3A%2F%2Fwww.ucl.ac.uk%2Fhuman-resources%2Fredeployment-policy&auth=qgqwIN%2B3WdunuzhrNZNkPQ&profile=_website&rank=2&query=redeployment), if you meet the eligibility criteria.

Redeployment opportunities are advertised [here](https://www.ucl.ac.uk/work-at-ucl/redeployment/) for 5 days and you can register for email alerts so that redeployment opportunities are automatically emailed to you as they arise.

If you have any questions about the redeployment process please do not hesitate to contact your [HR Business Partner](https://www.ucl.ac.uk/human-resources/about-hr/contacting-hr/people-hr/hr-business-partnering-contact-details)and if you have other queries about this letter please contact me.

Yours sincerely

Manager

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