



121 Consultation Meeting

The purpose of this form is to ensure that all employees have the opportunity to discuss the new ways of working with their manager during the formal consultation period. This includes the relocation to Wallfields and the opportunities of flexible working/home working.

The information collected is to assist both the manager and employee to explore the implications and possible solutions to the changes faced. This will assist the C3W Programme Group in maintaining an up-to-date staff list.

It is essential that all staff changes are fed back from managers to HR in order to keep this information current. Managers must inform HR of new staff members including temporary workers, staff going on leave i.e. maternity leave or secondment as well as staff who are leaving the team.

This 121 consultation form should be completed only by way of a personal meeting with the employee and on completion sent in team batches to Lucy Birch, HR.

Please print in BLOCK CAPITALS when completing this form

SECTION 1 – PERSONAL INFORMATION

First name..... Surname.....

Known as.....

SECTION 2 – JOB INFORMATION

Job Title

Directorate

Service

Current base.....

Grade..... Line Manager.....

Full time (FT) Part time (PT) Shift worker (SW)

Temp worker (TW) Placement Student (PS)



Are you on a fixed term contract? Yes/No
If yes please state end date.....

Are you on a secondment? Yes/No

If yes please give details and end date.....

If you are part time what days of the week do you work on?

	AM	PM
Monday	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>

Do you work at the weekend? If so, on what day and how often?

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For managers – please discuss with the employee which category of worker they are (definitions in guidance document)

How often do you work from home?

Always in (the office)	<input type="checkbox"/>	More than once a week	<input type="checkbox"/>
In & out	<input type="checkbox"/>	Once a week	<input type="checkbox"/>
Mostly out	<input type="checkbox"/>	Once a fortnight	<input type="checkbox"/>
Home worker	<input type="checkbox"/>	Once a month	<input type="checkbox"/>
		Occasionally	<input type="checkbox"/>
		Never	<input type="checkbox"/>

Current start time:

Before 8.00 am	<input type="checkbox"/>
8.00am – 8.30am	<input type="checkbox"/>
8.30am – 9.00am	<input type="checkbox"/>
9.00am – 9.30am	<input type="checkbox"/>
9.30am – 10.00am	<input type="checkbox"/>
After 10.00 am	<input type="checkbox"/>

Current Finish time:

Before 4.00pm	<input type="checkbox"/>
4.00pm – 4.30pm	<input type="checkbox"/>
4.30pm – 5.00pm	<input type="checkbox"/>
5.00pm – 5.30pm	<input type="checkbox"/>
5.30pm – 6.00pm	<input type="checkbox"/>
After 6.00pm	<input type="checkbox"/>

If you already work flexibly please indicate your regular start and finish times

SECTION 3 – MOBILE WORKING (for full definitions of the different types of mobile working please see the guidance notes)

What types of mobile working would be of interest to you?

Home working	<input type="checkbox"/>
Flexible working (having work/home base)	<input type="checkbox"/>
Field based	<input type="checkbox"/>
Job sharing	<input type="checkbox"/>
Compressed hours	<input type="checkbox"/>
Term time only	<input type="checkbox"/>

What type of working pattern would be of interest to you? (e.g. 3 days office based/2 days home based)

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Would you like to explore any of the following options?

- Career break
- Secondment
- Flexible retirement
- Part time hours

**Would extending the flexi scheme hours (current flexi hours 8.00am to 6.30pm) help you to relocate to Wallfields or work more flexibly?
YES/NO**

Please give details

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Would you like to be considered as an ‘Early Adopter’ (definition in guidance document) for changing your work pattern? Yes/No

SECTION 4 – TRAVEL

How do you/would you travel to Wallfields?

- Car
- Bus
- Walk
- Train
- Cycle
- Other.....

How many miles do you currently travel to work?

Would your journey to work increase? Yes/No

If, Yes, by how much would your journey increase by? Please state miles as one way.

1-4 miles

5-9 miles

10-14 miles

15-19 miles

20-25 miles

25+ miles

How often do you need your car during your work day to make off site visits/meetings?

Every day

3-4 times a week

2-3 times a week

1-2 times a week

Once a week or less

Never

Do you have a lease car? Yes/No

Do you have a car allowance? Yes/No

Would you use a pool car? Yes/No

Would you be interested in car-sharing? Yes/No

SECTION 5a – DISABILITY (for definition, please see guidance notes)

Do you have a disability? Yes/No

Do you currently have any adjustments to your work station? Yes/No

Please give details below *or* attach a summary of requirements/ risk assessment (if you have one)

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Would you find it beneficial to discuss your needs with a specialist disability assessor? Yes/No

Do you currently have a disabled parking space? Yes/No

SECTION 5b - CARING

Do you currently have any caring commitments? Yes/No

Would these present any difficulties for you following the move? Yes/No

Details:.....

.....

How do you think these can be resolved?

Details:.....

.....

SECTION 6 –TECHNOLOGY

What ICT provision do you currently use?

Shared Desk Top PC Desk Top PC Lap Top PC

Lap Top/Docking station Work Mobile Phone

Other.....

What programmes do you need access too?

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We are moving to a set up where mobile working will be enabled – What do you feel you will need to undertake this?

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Do you think you need any additional training on ICT programmes? Yes/No

If yes, please give details

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Do you have the use of a home PC? Yes/No

If it were offered, do you feel that you will want to make use of new technology that will allow you to access EH systems and email from your own home pc via broadband connection? (Note: employees with access to the DWP's data cannot use their own PC. It is a requirement of Gov Connect) Yes/No

SECTION 7 – ADDITIONAL INFORMATION

Is there anything that could make you feel more confident about changing the way you work?

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Can you foresee any other difficulties in changing the way you work (relocation/mobile working)?

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How could these difficulties be resolved?

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Manager/HOS action to be taken following this meeting

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Employee action to be taken following this meeting

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If you have any change in circumstances following this meeting and before the move takes place please inform your manager or HOS.

Signed:

Employee..... Manager/HOS.....

Date.....

Your manager or HOS will provide you with a copy of this form

For office use only

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