**APPENDIX B**

**CONSULTATION LETTER**

Dear Colleague

**Proposal for Changes to the** *insert project* **Structure**

Further to recent informal discussions with your *respective* Manager/s, I wish to inform you that the Department is opening consultation on the proposals and measures to ***insert brief headline of the proposal objective*** in this/these service(s).

I would like to invite you to a first consultation meeting which will take place at ***time & day & date & location***. I hope that you will be able to attend the meeting, however, should you for any reason not be able to attend, your comments on the documentation being provided at that meeting would be welcomed at any point during the consultation process. You can be assured that all comments will be taken into consideration prior to finalising the proposals.

Detail of the proposals, including the current and proposed staffing structure, along with a draft timetable will be distributed at the start of the meeting, along with draft job profiles and person specifications (again for your comment), for all new or amended posts within the proposed new structure.

Your trade union representatives have been advised of the proposals and have also been informed that their attendance is welcomed at this opening consultation meeting.

It is hoped that this will be a participative meeting, there will, however, be the opportunity for an individual consultation meeting at a future date should anyone not feel able or ready to engage in dialogue at this time. In the meantime, I look forward to seeing you at the consultation meeting.

Yours faithfully