

APPENDIX 2 – CHECK LIST

NOTE: staff will be required to work their notice periods in full if decisions to dismiss have to be made. Therefore, line managers should ensure that the process that is followed takes the deadlines for notice to be given to staff in account.

Action	Date	By	Tick when completed
Speak to staff to discuss their intentions including those employees who are currently absent from work including sickness, maternity etc.		Line manager	
Write to all staff, including those absent, to confirm their vaccination status / intentions		Line manager	
Response form returned to Senior Ops		Line manager	
For those who have chosen to be vaccinated, Line Manager to monitor vaccination dates and record vaccination details		Line manager	
For those who advise they are medically exempt, ensure sufficient evidence received of the exemption in one of the following formats: GP/Consultant letter/fit note/medical records		Line manager	
Have informal meetings with all staff who have chosen not to be vaccinated or believe that they are medically exempt		Line manager	
If staff are not exempt and still do not wish to be vaccinated, consider redeployment opportunities within the service		Line manager	
If redeployment not possible, refer to HR to arrange a meeting to explore further redeployment opportunities		Line manager	
HR to arrange meeting with member of staff and their representative		HR	
HR to collate and share information pack for meeting including prospective vacancies in advance with member of staff and their representative		HR	
HR to attend meeting to provide procedural support and act as note taker		HR	
If redeployment not possible, refer to HR to arrange a formal meeting with an independent manager		Line manager	
HR to arrange formal meeting with member of staff and their representative		HR	
HR to collate and share information pack for meeting in advance with member of staff, their representative and the independent manager		HR	
HR to attend meeting to provide procedural support and act as note taker		HR	
If decision made to dismiss, outcome to be confirmed in writing together with right of appeal		Independent Manager	
<i>NOTE: dismissal will be with notice and staff will be expected to work their notice period,</i>			

If appeal lodged, HR to arrange appeal meeting with member of staff, their representative and independent manager		HR	
HR to collate and share information pack for appeal meeting in advance with member of staff, their representative and the independent manager		HR	
HR to attend appeal meeting to provide procedural support and act as note taker		HR	
Appeal outcome to be confirmed in writing		Appeal Manager	