# FIXED TERM OR TEMPORARY CONTRACT - TEMPLATE LETTERS

**Letter 1 – Invitation to attend meeting**

|  |  |
| --- | --- |
| **PRIVATE & CONFIDENTIAL**  **<Insert Employees Name>**  **<Insert Employees Address>** | **<Insert Council’s Address>** |

Dear

# Expiry of *Fixed Term or Temporary*\* Contract

I am writing to inform you that your **<insert number of years>****fixed-term or temporary**\* appointment as **<insert post title>** will end on **<insert expiry date of contract>.**

NB:

If the employee attends the meeting and notice is given verbally the notice period starts the day after the meeting. If the employee does not attend the meeting the notice period starts 2 days after posting the outcome letter.

In line with the Council's Fixed Term and Temporary Contracts Policy & Procedure, I would like to invite you to attend a meeting on **<insert date>,** at **<insert time>** at **<insert location>** to ensure that you are fully aware of the expiration of your **fixed term or temporary\*** contract.

At this meeting you have the right to be accompanied by an LCC work colleague, a recognised trade union officer or a recognised trade union representative.

If you are unable to attend this meeting, I should be grateful if you would contact me on **<insert telephone number>** to arrange an alternative meeting date/time. Alternatively, if you understand that your **fixed term or temporary\*** appointment is due to end and do not wish to attend a meeting, please provide confirmation of this and you will receive a formal letter confirming the expiry of your appointment and associated entitlements.

If I do not hear from you I will presume you are able to attend the meeting as outlined above.

In the meantime, should you have any queries in respect of the above, please do not hesitate to contact me.

Yours sincerely

Signed by Head of Service

**Executive Director for**

*\* delete as appropriate*

**Letter 2 – Declined invitation**

|  |  |
| --- | --- |
| **PRIVATE & CONFIDENTIAL**  **<Insert Employees Name>**  **<Insert Employees Address>** | **<Insert Council’s Address>** |

Dear

# Confirmation of expiry of *Fixed Term or Temporary\** Contract

Further to my letter of **<insert date of Letter 1>** inviting you to attend a meeting on**<insert date of meeting>** to discuss the termination of your **<insert number of years> of fixed-term or temporary\*** appointment in respect of **<insert title of post>**, I write to confirm that on **<insert date>** I received your response confirming that you will not be attending this meeting.

NB:

Where the employee does not attend the meeting the notice period starts 2 days after posting the outcome letter.

I am now in a position to confirm that **<insert reason as to why contract must end on expiry date>** and as such this post cannot be extended beyond **<insert expiry date of contract>**.

Consequently, in accordance with your terms and conditions of service you are entitled to **<insert contractual notice>** months notice with effect from**<insert date of meeting>**to terminate your employment on the grounds of **redundancy or SOSR (some other substantial reason)***\** as **<insert post title>** on **<insert expiry date of contract>**.  Please note that any outstanding annual leave that you are due up to the date of your termination must be taken during your notice period.

If you disagree with the decision to terminate your employment you may appeal to Members of the County Council.  If you wish to appeal please write to **<insert name of Serco HR Adviser>,** Serco Local & Regional Government, Thomas Parker House, 13/14 Silver Street, Lincoln LN2 1DY within 10 working days of receipt of this letter setting out the grounds of your appeal.

As you may be aware, internal County Council vacancies are advertised on the Authority’s intranet, George and County Council posts that are open to the public as well as any member of staff are on the Authority’s website [www.lincolnshire.gov.uk](http://www.lincolnshire.gov.uk). You are invited to access both of these during your notice period in order to identify any suitable alternative posts.

If you have 2 years' service or more and are not successful in obtaining an alternative post within the County Council by the termination date of your contract, you will be entitled to receive a redundancy payment. The HR Administration Team will write to you in due course with the details of this and send a declaration for you to complete and return.

Where pension benefits are also payable, West Yorkshire Pension Fund will also write to you with details of your pension benefits and options.

Please be aware that any further employment with a ‘public body’ could negate any entitlement to a redundancy payment if it is offered (whether in writing or not) before the end of your current employment and commences within four weeks thereafter.

The listing of 'public bodies' within the legislation currently identifies over 100 employers and you can access this information at [www.local.gov.uk](http://www.local.gov.uk) and input 'redundancy modification order in the search facility.

I would like to take this opportunity to remind you of the services of the Employee Support and Counselling Team who you have access to and can be contacted on (01522) 555440.

I would also like to thank you for your service with Lincolnshire County Council and wish you the very best for the future.

If you have any queries on the content of this letter please do not hesitate to contact me or **<insert name of Serco HR Adviser>**on telephone number (01522) **<insert number>**.

Yours sincerely

Signed by Head of Service

**Executive Director for**

*\* delete as appropriate*

**Letter 3 – Attended meeting**

|  |  |
| --- | --- |
| **PRIVATE & CONFIDENTIAL**  **<Insert Employees Name>**  **<Insert Employees Address>** | **<Insert Council’s Address>** |

Dear

# Confirmation of expiry of *Fixed Term or Temporary\** Contract

I refer to our meeting on **<insert date of meeting>**, at which **<insert name of other attendees>**was/were also present, to discuss the termination of your **<insert number of years> of fixed-term or temporary\*** appointment in respect of **<insert title of post>**.

I am now in a position to confirm that **<insert reason as to why contract must end on expiry date>** and as such this post cannot be extended beyond **<insert expiry date of contract>**.

Consequently, in accordance with your terms and conditions of service you are entitled to **<insert contractual notice>** months notice with effect from**<insert date of meeting>**to terminate your employment on the grounds of **redundancy or SOSR (some other substantial reason)***\** as **<insert post title>** on **<insert expiry date of contract>**.

NB:

Where the employee attends the meeting and notice was given verbally the notice period starts the day after the meeting.

Please note that any outstanding annual leave that you are due up to the date of your termination must be taken during your notice period.

If you disagree with the decision to terminate your employment you may appeal to Members of the County Council. If you wish to appeal please write to **<insert name of Serco HR Adviser>,** Serco Local & Regional Government, Thomas Parker House, 13/14 Silver Street, Lincoln LN2 1DY within 10 working days of receipt of this letter setting out the grounds of your appeal.

You were informed that internal County Council vacancies are advertised on the Authority’s intranet, George and County Council posts that are open to the public as well as any member staff are on the Authority’s website [www.lincolnshire.gov.uk](http://www.lincolnshire.gov.uk). You are invited to continue to access both of these during your notice period in order to identify any suitable alternative posts.

If you have 2 years' service or more and are not successful in obtaining an alternative post within the County Council by the termination date of your contract, you will be entitled to receive a redundancy payment. The HR Administration Team will write to you in due course with the details of this and send a declaration for you to complete and return.

Where pension benefits are also payable, West Yorkshire Pension Fund will also write to you with details of your pension benefits and options.

Please be aware that any further employment with a ‘public body’ could negate any entitlement to a redundancy payment if it is offered (whether in writing or not) before the end of your current employment and commences within four weeks thereafter.

The listing of 'public bodies' within the legislation currently identifies over 100 employers and you can access this information at [www.local.gov.uk](http://www.local.gov.uk) and input 'redundancy modification order in the search facility.

I would like to take this opportunity to remind you of the services of the Employee Support and Counselling Team who you have access to and can be contacted on (01522) 555440. I would also like to thank you for your service with Lincolnshire County Council and wish you the very best for the future.

If you have any queries on the content of this letter please do not hesitate to contact me or **<insert name of Serco HR Adviser>**on telephone number (01522) **<insert number>**.

Yours sincerely

Signed by Head of Service

**Executive Director for**

*\* delete as appropriate*

**Letter 4 – Extending contract**

|  |  |
| --- | --- |
| **PRIVATE & CONFIDENTIAL**  **<Insert Employees Name>**  **<Insert Employees Address>** | **<Insert Council’s Address>** |

Dear

# Extension of *Fixed-Term or Temporary\** Contract

I refer to our meeting on **<insert date of meeting>**, at which **<insert name of other attendees>**was/were also present, to discuss matters relating to your **fixed term or temporary\*** contract. [

As explained, you are aware, this position is **<insert reason for fixed-term or temporary contract>** and as such continuation beyond <**insert expiry date of contract>** would be subject to **<insert reason>**.

**<Insert explanation as to the circumstances which have changed that allow an extension of the appointment to be made e.g. gaining additional monies from the same or alternative sources of funding**

Consequently, I can confirm that a decision has been taken to extend your contract to **<insert revised expiry date of contract>**.

I can confirm that the relevant paperwork has been completed and submitted to People Services to notify them of the extension to your current contract of employment.

If you have any queries with regard to this letter please do not hesitate to contact me on **<insert contact details>.**

Yours sincerely

Signed by Head of Service

**Executive Director for**

\* delete as appropriate