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| **1 : 1 Meeting** |

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| **Employee Name:** |  |

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| **Job Title:** |  |

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| **Meeting Date:** |  |

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| **Line Manager:** |  |

The 1:1 meeting should be a balance between the employee’s contribution, and wellbeing including ED&I The emphasis is on the conversation and not the completion of the form. Guidance is included within the 1:1 Guidance document.

In accordance with the ICB’s commitment to equality and diversity, and in line with the Equality Act 2010, this framework is to be applied equitably and fairly. Individual specific requirements related to a particular need will always be considered by line managers and met with discretion.

The form should be completed by the Manager as a record of the main points discussed during the 1:1. A signed copy should be forwarded to the employee to agree the content and signed before returning to the Manager.

1. **Looking Back Since your last 1:1 what are your key achievements, task and areas of focus****.**

| **Key Achievements and area of focus** |
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1. **Looking forwards – what are your priorities/areas of focus?**

| **Priorities / areas of focus** |
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1. **The Wider Picture - What is important to you is important to me – we are all unique**

| **Points discussed – including Individual Risk Assessment and Personal Plan** | | |
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| **Manager’s signature** |  |
| **Employee’s signature** |  |