**Appendix 1:** Confidential discussion template

Name ………………………………………………

Date of birth ………………………………………………

Job title ………………………………………………

Department ………………………………………………

Manager’s name ………………………………………………

Date of discussion ………………………………………………

Summary of discussion

Agreed actions/adjustments

Date of next review meeting ………………………………………………

Signed (member of staff) ………………………………………………

Signed (Manager) ………………………………………………