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Deputy Chief People Officer	Chief People Officer	University Council 30.09.24	20.08.24

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- clarify what the difficulties are - specifying where and how the individual's performance is not meeting expectations and providing evidence/examples of the problem/issues to be discussed.
- allow the member of staff an opportunity to raise and respond to any concerns and to explain any difficulties they are facing.
- discuss the action required by the member of staff to address the problem -

