

## Welfare meetings ( attendance management) Notts UNISON guidance for members

- **What is a welfare meeting?**

A welfare meeting will be an opportunity for your employer to gain an understanding of your current health situation, how long you are likely to be off work, how likely you are to be able to undertake your role when you return and how a return can be supported.
- **What can I do before and during a welfare meeting?**

Before the meeting think about your current situation and what might help you return to work and make a few bullet point notes to remind you what you want to say. Have a pen and paper with you at the meeting so that you make notes of anything you don't want to forget.
- **Can I ask for reasonable adjustments to help me?**

If you have a disability ( or a long term health condition that meets the criteria with the Equalities Act 2010) you can discuss reasonable adjustments that might help you to return and fulfil your role at this meeting.
- **What if they sack me or give me a warning at this meeting?**

You can't be dismissed or receive a warning at a welfare meeting. This can only happen when you have been made aware that this is a possible outcome of a meeting. The aim is to support a return to work. You need to check the letter you get from your employer asking to meet with you carefully so that you are sure that this is a welfare meeting.
- **What if I can't remember what was said?**

Notes should be taken by your employer at this meeting and you should receive a copy of these as they may include things that your employer agreed to do such as refer you to occupational health. You can ask who is taking the notes and how they will get a copy to you.
- **What will happen after this meeting?**

That depends on the circumstances but it is likely that a date for another meeting ( a more formal review meeting where a warning can be issued if your attendance has not improved) will be set at or soon after the welfare meeting. You may be referred to Occupational Health after this meeting, or a phased return planned or you may simply continue to be off work, it depends on your circumstances.
- **Can I be represented at this meeting ?**

If there is a UNISON steward in your workplace they can accompany you however like most unions the Branch cannot provide senior officers to a informal welfare meeting. If you don't have a workplace steward you can ask a trusted colleague to accompany you at this meeting. UNISON will of course represent you at any formal stage should your absence continue.



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