

## Welfare meetings (attendance management) Notts UNISON guidance for members (2023)

- **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 remain unfit for 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 take some time to think about your current situation and what might help you to return to work and make a few bullet points to remind you of what you want to say. Have a pen and paper at the meeting so that you can make notes of anything you don't want to forget. Have a tissue handy, it can be quite emotional talking about your health.

- **Can I ask for reasonable adjustments to help me at work?**

If you have disability (or a long term health condition that meets the criteria within the Equalities Act 2010) you can discuss reasonable adjustments that might help you to return and fulfil your duties during this meeting.

- **What if I can't remember what was said at the meeting?**

Notes should be taken by your employer at this meeting and you should receive a copy as they may include things that need to be done such as a referral to Occupational Health.

- **What will happen after this meeting?**

That depends on the circumstances but it could be that a date will be set for another meeting (probably a more formal one where a warning can be issued if your attendance hasn't improved) You may be referred to Occupational Health or a phased return may be planned. You should make sure that you have a copy of your employers absence management ( or whatever the policy is called where you work) so that you can see what is likely to happen next.

### Can I be represented at a welfare meeting?

If a member in your workplace has agreed to be a UNISON steward they can accompany you if your employers policies allow for this however your branch cannot routinely provide senior officers to accompany at welfare meetings. If you haven't elected a UNISON steward in your workplace there may a trusted colleague who could accompany you if your employers policies allow for this. The law does not include provision for accompaniment at this stage of a formal process. UNISON will of course be able to represent you should the matter progress to a formal hearing stage.

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