Mental Health Welfare Meeting

Ruth Seddon HR

The Meeting

- have the conversation in a private space, where you will not be disturbed
- thank the team member for coming to talk to you
- allow them as much time as they need
- focus on what the team member says, take notes
- be open minded
- try to identify what the cause is and think about potential solutions
- be prepared for the unexpected
- adjourn the meeting if it is necessary to think through what has been discussed before making a decision

---

Key Questions

- What happened, how did the current absence start? Review history too.
- How are they feeling now compared to when this started?
- What treatment are they receiving and what is the long term plan for treatment?
- Are the triggers for a mental health episode personal or work-related? (If the employee does not know, suggest that in therapy they need to identify trigger issues
- If work-related, what specifically do they think triggers it and what can we do to help?

Getting Back to Work

- Consider a phased return, using annual leave to balance work and rest temporarily
- Are there any other temporary changes to work times or duties that would help?
- Is there anything in the work itself or workload which can be changed temporarily to help?
- Would some retraining/mentoring support help?
- If they get overwhelmed/upset in the day, agree a plan of action, ie someone to speak to
- Discuss time off for medical appointments and agree a plan (time does not normally have to be paid)
- Agree a regular catch up with their manager
- Discuss what they want other staff to know and how to communicate that

After the Meeting

- Confirm the agreed actions in writing
- In the case of a phased return, set out the timescales
- If the employee is not returning yet, set out further actions to be considered, eg medical report
- Set a date for a further review