Welfare Meeting

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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
- be prepared for the unexpected
- adjourn the meeting if it is necessary to think through what has been discussed before making a decision

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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?
- Discuss the medical information and how it impacts on work

Getting Back to Work

- Check when or if they think they can come back to work
- If you have concerns about their ability to do the job, go through the main work activities and discuss in the light of the medical information
- 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 or permanently to help?
- Consider a phased return, using annual leave to balance work and rest temporarily - normally 2-6 weeks maximum
- Don't commit to anything, just consider all the issues carefully and take notes

After the Meeting

- Confirm the discussions 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