

# Welfare Meeting Guidance



S P E C T R A

A welfare meeting is an informal meeting with any employee you are concerned about. By informal we mean that there is no formal invite letter or statutory right to be accompanied. Although if an employee prefers to be accompanied this can be agreed between yourselves.

Meetings are generally held at the point where an employee has been off sick for 4 weeks, or if you have an employee who is in work but appears to be struggling with a possible health issue.

We understand that the welfare meeting can be daunting, for both employer and employee and employers often worry about what to ask, for fear of saying the wrong thing or offending the employee. Likewise, some employees are worried about disclosing a condition in case they are discriminated against.

If the employee is off sick, the spirit and intention of the meeting is to gather information about the employee's health, their progress, their fitness for work and, what you can do as the employer to facilitate a return to work and support them.

If the employee is still in work, the intention is to let them know you're concerned and to see if there are any reasonable adjustments you can put in place to support them. It may be that they require lighter duties if possible.

We appreciate that in roles that are manual labour intensive, this isn't always possible, and it may be that you have to encourage your employee to visit their doctor and go off sick!

Below we've put together some example questions and guidance on how to approach the meeting.

Contact us 0161 926 8519 / [info@thespectragroup.co.uk](mailto:info@thespectragroup.co.uk)



For an employee who is off sick, often these conversations can take place over the phone, particularly if your employee has mobility issues or isn't based locally.

Wherever possible we advise to try and meet them face to face. You can even suggest that you do a home visit or meet them in a local coffee shop.

This often helps if the employee is off work due to work related stress or anxiety/depression.

## Questions

- How are you feeling? If the employee hasn't been off sick and you've noticed that they don't seem their usual self you can ask – How are you, I've thought you've not seemed yourself/been out of sorts/appear to be struggling recently?
- What has the doctor said/advised?
- How is the medication or treatment going, is it helping?
- When is your next appointment?
- Are you on a waiting list for treatment? Have they indicated how long you'll have to wait?
- How are you feeling about returning to work?
- Has your doctor told you when you'd be able to come back?
- Is there anything we can change for you, to support you when you return?
- If yes, how long do you think these changes or adjustments would need to be in place for?
- If an employee tells you they are ready to return, that's great news..... unless you have doubts and suspect they're not fit enough. At this point, you can broach the subject of asking for consent to obtain a medical report.