

## Supporting Health and Wellbeing Meetings

A formal meeting in the monitoring process is known as a Supporting Health and Wellbeing Meeting. The discussion in this meeting will be similar to those that you have already had with your manager but in a more formal setting. The meeting will involve you and your manager, and you can be accompanied by your Trade Union Representative or a work colleague to provide you with support. HR may also be present. You need to engage with us in these meetings, as this will assist us in supporting you.

The purpose of Supporting Health and Wellbeing meetings may include the following, depending on individual circumstances:

- ◆ *Exploring the reasons for your absence(s), including any actions taken by you.*
- ◆ *Offering support mechanisms if appropriate/reasonable.*
- ◆ *Identifying and discussing any recognisable pattern of absence, and its potential/actual impact on the team.*
- ◆ *Considering advice already provided through the **Fit Note** eg phased return or reasonable adjustments, requesting advice from the Occupational Health Service, as required.*

The **outcome** of the meeting will be one or a combination of the following, depending on individual circumstances:

- ◆ *Reasonable adjustments and a plan for implementation agreed or reviewed*
- ◆ *Referral to Occupational Health, if required, and explanation of the referral process and next steps*
- ◆ *Return to work plan agreed or reviewed*
- ◆ *Stress action plan agreed or reviewed*
- ◆ *Date of review meeting agreed*
- ◆ *Explanation of next steps if absence levels should continue*
- ◆ *A Formal Improvement Stage or Final Improvement Stage during which the expected improvement in attendance levels will be outlined, and an explanation of the next steps*
- ◆ *Health Capability Transfer (only if recommended by Occupational Health)*
- ◆ *Where the expected improvement in absence has not been achieved following a Final Improvement Stage or there is no reasonable prospect of a return to work within a reasonable timescale, you will be required to attend a Health and Wellbeing Hearing.*