## Appendix 12A

**Invitation to Wellbeing Discussion Meeting**

Royal Liverpool Hospital

Prescot Street

Liverpool

L7 8XP

Tel: 0151 706 2000

Aintree University Hospital

Longmoor Lane
Liverpool
L9 7AL

Tel: 0151 525 5980

**Private & Confidential**

<Name>

<Address line 1>

<Address line 2>

<City>

<Postcode>

<Date>

Dear <Name>,

**Re: Invitation to Health and Wellbeing Meeting**

I hope you are doing well. I would like to meet with you to discuss your sickness absence. I have arranged a Wellbeing Discussion meeting on the (**Insert Date)** at **(Insert Time)** in **(Insert Venue).** The aim of this meeting is to better understand your situation and explore how we can support your wellbeing moving forward.

Please let me know as soon as possible if you are able to attend. If the proposed meeting is inconvenient for you, please let me know a suitable time for you, so we can schedule this meeting, or a suitable alternative option for the meeting to proceed can be explored.

I look forward to meeting with you. If I can be of any assistance or provide any additional clarity in the meantime please let me know.

Yours Sincerely,

**(Insert Signature)**

**(Name)**

(Job Title)

(Contact Number)

## Appendix 12B

## Invitation to Informal Confidential Advisory Meeting

Royal Liverpool Hospital

Prescot Street

Liverpool

L7 8XP

Tel: 0151 706 2000

Aintree University Hospital

Longmoor Lane
Liverpool
L9 7AL

Tel: 0151 525 5980

**Private & Confidential**

<Name>

<Address line 1>

<Address line 2>

<City>

<Postcode>

<Date>

Dear <Name>,

**Re: Invitation to Informal Confidential Advisory Meeting Regarding Sickness Absence**

I hope you are doing well. I would like to meet with you to discuss your sickness absence. I have arranged an Informal Confidential Advisory meeting on the (**Insert Date)** at **(Insert Time)** in **(Insert Venue).** The aim of this meeting is to better understand your situation and explore how we can support your wellbeing moving forward.

Please let me know as soon as possible if you are able to attend. If the proposed meeting is inconvenient for you, please let me know a suitable time for you, so we can schedule this meeting, or a suitable alternative option for the meeting to proceed can be explored.

I look forward to meeting with you. If I can be of any assistance or provide any additional clarity in the meantime please let me know.

Yours Sincerely,

**(Insert Signature)**

**(Name)**

(Job Title)

(Contact Number)

## Appendix 12C

Royal Liverpool Hospital

Prescot Street

Liverpool

L7 8XP

Tel: 0151 706 2000

Aintree University Hospital

Longmoor Lane
Liverpool
L9 7AL

Tel: 0151 525 5980

## Invitation to First Formal Wellbeing Meeting

**Private & Confidential**

<Name>

<Address line 1>

<Address line 2>

<City>

<Postcode>

<Date>

Dear <Name>,

**Re: Invitation to First Formal Wellbeing Meeting Review Regarding Sickness Absence**

I hope you are doing well. Following our previous discussion about your sickness absence record, I wanted to touch base with you. Since our Informal Confidential Advisory meeting on **(Insert Date)**, it appears there has been little or no improvement in your sickness absence record.

I would like to meet with you to discuss your sickness absence. I have arranged a First Formal Wellbeing meeting **(Insert Date)** at **(Insert Time)** in **(Insert Venue).** The aim of this meeting is to better understand your situation and explore how we can support your wellbeing moving forward.

**OR**

I hope you are doing well. Since completing the 12-month monitoring period that began on **[Insert Date of the Most Recent Period of Monitoring]**, I have noticed that your sickness absence record has unfortunately deteriorated again.

In line with the Escalation to Formal Stages [4.19] of our Wellbeing and Sickness Policy, I would like to meet with you to discuss your sickness absence. I have arranged a First Formal Wellbeing meeting **(Insert Date)** at **(Insert Time)** in **(Insert Venue).** The aim of this meeting is to better understand your situation and explore how we can support your wellbeing moving forward.

Please let me know as soon as possible if you are able to attend. If the proposed meeting is inconvenient for you, please let me know a suitable time, for you so we can schedule this meeting, or a suitable alternative option for the meeting to proceed can be explored.

If you would like, you may be accompanied by a staff side representative or a work-based colleague. Please let me know as soon as possible if you plan to have someone with you for support, as I may also arrange for a HR representative to attend and provide support.

I look forward to meeting with you. If I can be of any assistance or provide any additional clarity in the meantime please let me know.

Yours Sincerely,

**(Insert Signature)**

**(Name)**

(Job Title)

(Contact Number)

## Appendix 12D

Royal Liverpool Hospital

Prescot Street

Liverpool

L7 8XP

Tel: 0151 706 2000

Aintree University Hospital

Longmoor Lane
Liverpool
L9 7AL

Tel: 0151 525 5980

## Invitation to Second Formal Wellbeing Meeting

**Private & Confidential**

<Name>

<Address line 1>

<Address line 2>

<City>

<Postcode>

<Date>

Dear <Name>,

**Re: Invitation to Second Formal Wellbeing Meeting Regarding Sickness Absence**

I hope you are doing well. Following our previous discussion about your sickness absence record, I wanted to touch base with you. Since our First Formal Wellbeing Meeting on **(Insert Date)**, it appears there has been little or no improvement in your sickness absence record.

I would like to meet with you to discuss your sickness absence. I have arranged a Second Formal Wellbeing meeting with myself and **(Name),** HR Representative, on **(Insert Date)** at **(Insert Time)** in **(Insert Venue).** The aim of this meeting is to better understand your situation and explore how we can support your wellbeing moving forward.

If you would like, you may be accompanied by a staff side representative or a work-based colleague. Please let me know as soon as possible if you are able to attend. If the proposed meeting is inconvenient for you, please let me know a suitable time for you, so we can schedule this meeting, or a suitable alternative option for the meeting to proceed can be explored.

I look forward to meeting with you. If I can be of any assistance or provide any additional clarity in the meantime please let me know.

Yours Sincerely,

**(Insert Signature)**

**(Name)**

(Job Title)

(Contact Number)

## Appendix 12E

Royal Liverpool Hospital

Prescot Street

Liverpool

L7 8XP

Tel: 0151 706 2000

Aintree University Hospital

Longmoor Lane
Liverpool
L9 7AL

Tel: 0151 525 5980

## Invitation to Final Review Meeting Regarding

**Private & Confidential**

<Name>

<Address line 1>

<Address line 2>

<City>

<Postcode>

<Date>

Dear <Name>,

**Re: Invitation to Final Review Wellbeing Meeting Regarding Sickness Absence**

I hope you are doing well. Following your Second Formal Wellbeing review on the **(Insert Date)**, it appears there has been little or no improvement in your sickness absence record.

I would appreciate if you could attend a formal meeting on **(Date)** at **(Time)** in **(Venue)**. If you would like, you may be accompanied by a staff side representative or a work-based colleague.

The aim of this meeting is to better understand your situation and explore if there is any additional support or reasonable adjustment that would help improve your absence from work.

Your review will be undertaken by a panel, consisting of:

* **(Name, Job Title)**, - Chair of the panel.
* **(Name, Job Title)**, - Supporting chair of the panel.
* **(Name, Job Title)**, - HR Business Partner who will provide HR support to the panel.

**(Insert Manager’s Name)** will be in attendance to present a summary of your sickness absence record, supported by **(Name),** HR Representative.

I enclose a copy of the report (and associated appendices) for your review prior to the meeting. During the meeting you will have the opportunity to provide any information or evidence you feel relevant to your situation.

Please let me know as soon as possible if you are able to attend. If the proposed meeting is inconvenient for you, please let me know a suitable time for you, so we can schedule this meeting, or a suitable alternative option for the meeting to proceed can be explored.

I understand this may be an unsettling time for you, but I need to inform you that this meeting is being held in accordance with the Trust’s Wellbeing and Sickness Policy. If no suitable alternative solutions can be identified, a potential outcome may be the termination of your employment contract.

If you have any queries or questions regarding the process then please do not hesitate to contact me on (Insert Telephone Number).

Yours Sincerely,

**(Insert Signature)**

**(Name)**

(Job Title)

(Contact Number)