

What to discuss if an informal meeting is set up

If an informal meeting is set up, it's a good idea to:

- check the Acas website for information about your problem and how it might be dealt with
- prepare what you want to say, for example how to explain what you're unhappy about
- think about what you'd like your employer to do

You can ask someone to go with you. The person you choose must be either:

- a work colleague
- a trade union representative
- an official employed by a trade union

You can ask to bring someone else for extra assistance or support, for example a translator or carer.

It's up to your employer to agree if you want to bring anyone with you. It might say in the written terms of your contract, so it's a good idea to check.

2. At the meeting

At the meeting you can:

- explain what the problem is and what you think should happen
- show your manager evidence if necessary, for example your payslips and contract if you think your holiday pay was wrong
- take notes if you want to remember what was said

Resolving the problem should be a two-way process. Your manager

should allow you to explain the problem. You should also listen to what they have to say.

It may not always be possible to solve the problem in the way you'd like, but hopefully you can find a solution that works for both of you.

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