

CARER'S FUND PROCEDURE

1. INTRODUCTION

At UWS we are committed to equality, diversity and inclusivity and recognise that some staff may need additional financial support to attend conferences or events outside their normal work pattern that they might not otherwise be able to attend due to caring responsibilities, whether this be for children, elderly or disabled relatives.

As part of this commitment, we have now established a Carer's Fund which gives employees with caring responsibilities access to financial support of up to £200 to attend such conferences. The fund has been established specifically to contribute towards the additional care costs that an employee may incur when attending such events.

The Carer's Fund has a limited amount of funding which will be reviewed annually. Priority will be given to employees who have not previously benefited from the fund.

The procedure has been developed in conjunction with, and agreed by the recognised trade unions.

A flowchart of the procedure is available in Appendix 1.

2. OBJECTIVES

The objectives of this procedure are to:

- Make individuals aware of the Carer's Fund;
- Inform individuals of the procedure for making an application to the Carer's Fund.

3. ELIBILITY

To be eligible to apply for financial support, individuals must:

- Be an employee of the University with caring responsibilities for a dependant;
- Be able to provide evidence of the additional caring costs that they will incur by attending the conference or event;
- Use the financial support to contribute towards the cost of care;
- Be attending a conference or event which aligns to their role and/or their career development and fit with their school or department's priorities;
- Have their line manager's support to attend the conference or event.

4. PROCEDURE

4.1 Application Procedure

Individuals who meet the above eligibility criteria can apply for financial support by completing the **Carer's Fund Application Form**.

Individuals should return their completed application form to the Equality and OD Consultant in advance of the conference or event.

Normally, the Department of People and OD will notify individuals of whether their application has been successful within 10 days.

4.2 Successful Applications

As a condition of the funding, successful applicants are required to complete a short report outlining the benefits of the conference or event that they attended and the impact that receiving the funding had on their own individual circumstances. This report should be sent to the individual's line manager and the Head of Organisational Development & Equality.

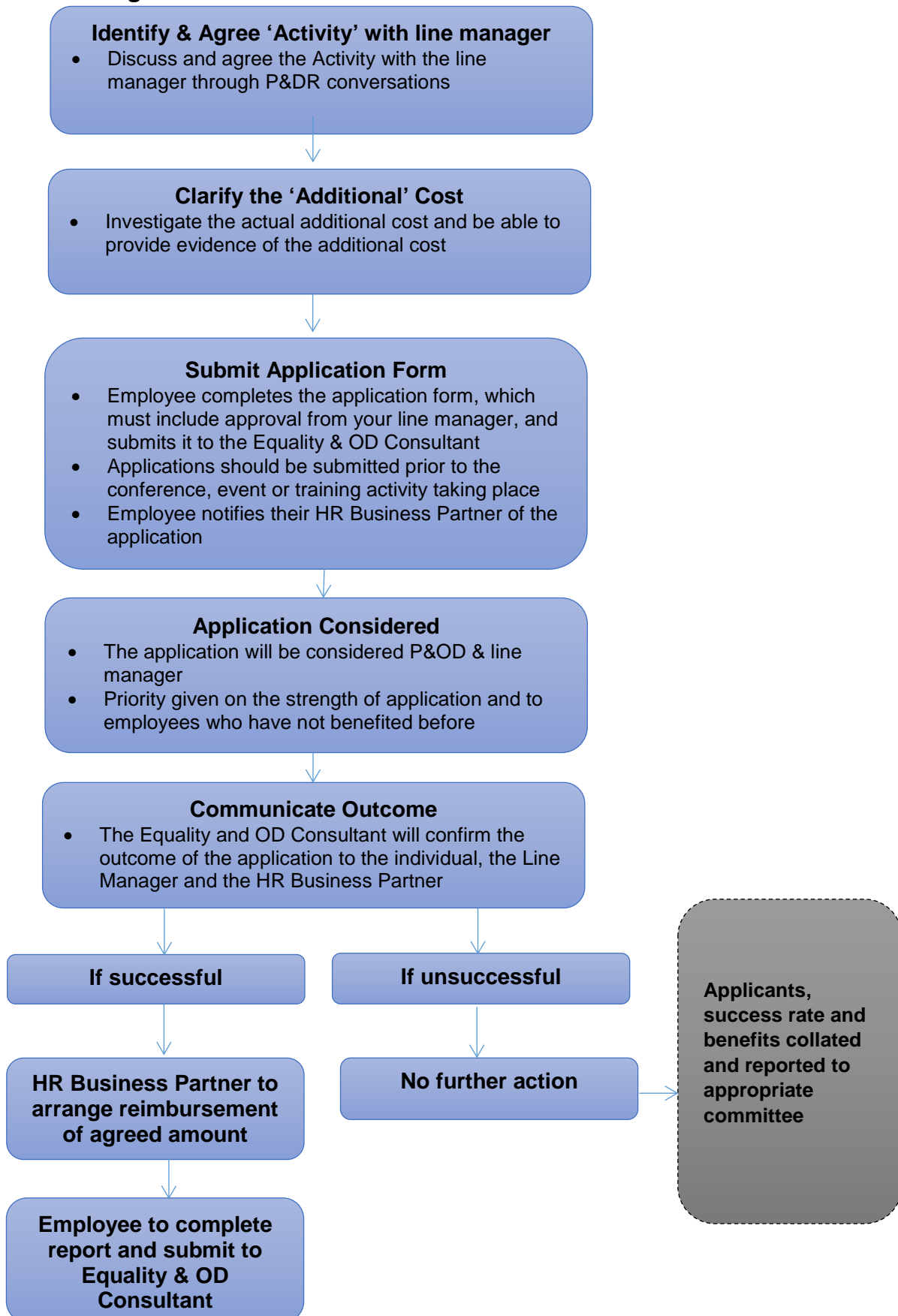
4.3 Payment of Funds

Once an application has been approved and the individual has submitted their report, they will be reimbursed for the agreed amount.

For further information or guidance, individuals should contact their line manager, HR Business Partner or the Equality and OD Consultant.

Procedure Author – Employee Relations & Performance Adviser	Procedure Owner – Director of People and Organisational Development
Parent Policy Statement - People and Organisational Development	Public Access or Staff Only Access – Public
Version 2 – Approved June 2018	Changes and Reason for Changes – POD Policy Review

Appendix 1
The Procedure.....At a glance



**Appendix 2
Carer's Fund Application Form**

Carer's Fund Application Form

Employee Details	
Employee name:	
Job Title:	
School/Department:	
Line Manager:	

Application for Fund
Please detail here the activity you are required by the University to undertake and why? Briefly outline the expected benefits to you and the University. (i.e. the conference or training event)
Please detail here why you require the funds? (i.e. additional cost of childcare)
How much funding do you require? You must provide evidence of this
Do you have your line managers' support for the activity:

Individual Signature:

Date:

Line Manager Signature:

Date:

***Please send a copy of this to your line manager and to the Equality & OD
Consultant***

Appendix 2
Carer's Fund - Report

Carer's Fund – Report

Please use this template to report on the benefits and the impact of the Carers' Fund. A copy of the report should be sent to your line manager and to the Head of Organisational Development & Equality.

Briefly outline the specific way in which the fund was used (max 200 words):

Please detail the benefits/outcomes of the fund to you as an individual (max 400 words):

Individual Name:

Date: