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

Identify & Agree ‘Activity’ with line manager
- Discuss and agree the Activity with the line manager through P&DR conversations

Clarify the ‘Additional’ Cost
- Investigate the actual additional cost and be able to provide evidence of the additional cost

Submit Application Form
- Employee completes the application form, which must include approval from your line manager, and submits it to the Equality & OD Consultant
- Applications should be submitted prior to the conference, event or training activity taking place
- Employee notifies their HR Business Partner of the application

Application Considered
- The application will be considered P&OD & line manager
- Priority given on the strength of application and to employees who have not benefited before

Communicate Outcome
- The Equality and OD Consultant will confirm the outcome of the application to the individual, the Line Manager and the HR Business Partner

If successful
- HR Business Partner to arrange reimbursement of agreed amount
- Employee to complete report and submit to Equality & OD Consultant

If unsuccessful
- No further action

Applicants, success rate and benefits collated and reported to appropriate committee
Appendix 2
Carer’s Fund Application Form

<table>
<thead>
<tr>
<th>Carer’s Fund Application Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Details</td>
</tr>
<tr>
<td>Employee name:</td>
</tr>
<tr>
<td>Job Title:</td>
</tr>
<tr>
<td>School/Department:</td>
</tr>
<tr>
<td>Line Manager:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Application for Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>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)</td>
</tr>
</tbody>
</table>

| 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: |

<table>
<thead>
<tr>
<th>Individual Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Line Manager Signature:</th>
<th>Date:</th>
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*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: