

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 out with 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. ELIGIBILITY

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 fits 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** (see Appendix 2).

Individuals should return their completed application form to human.resources@uws.ac.uk 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 (see Appendix 3). This report should be sent to the individual's line manager and the Department of People & OD.

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 or the Department of People & OD.

Official Use

Procedure Author – Employee Relations & Performance Adviser

Procedure Owner – Director of People and Organisational Development

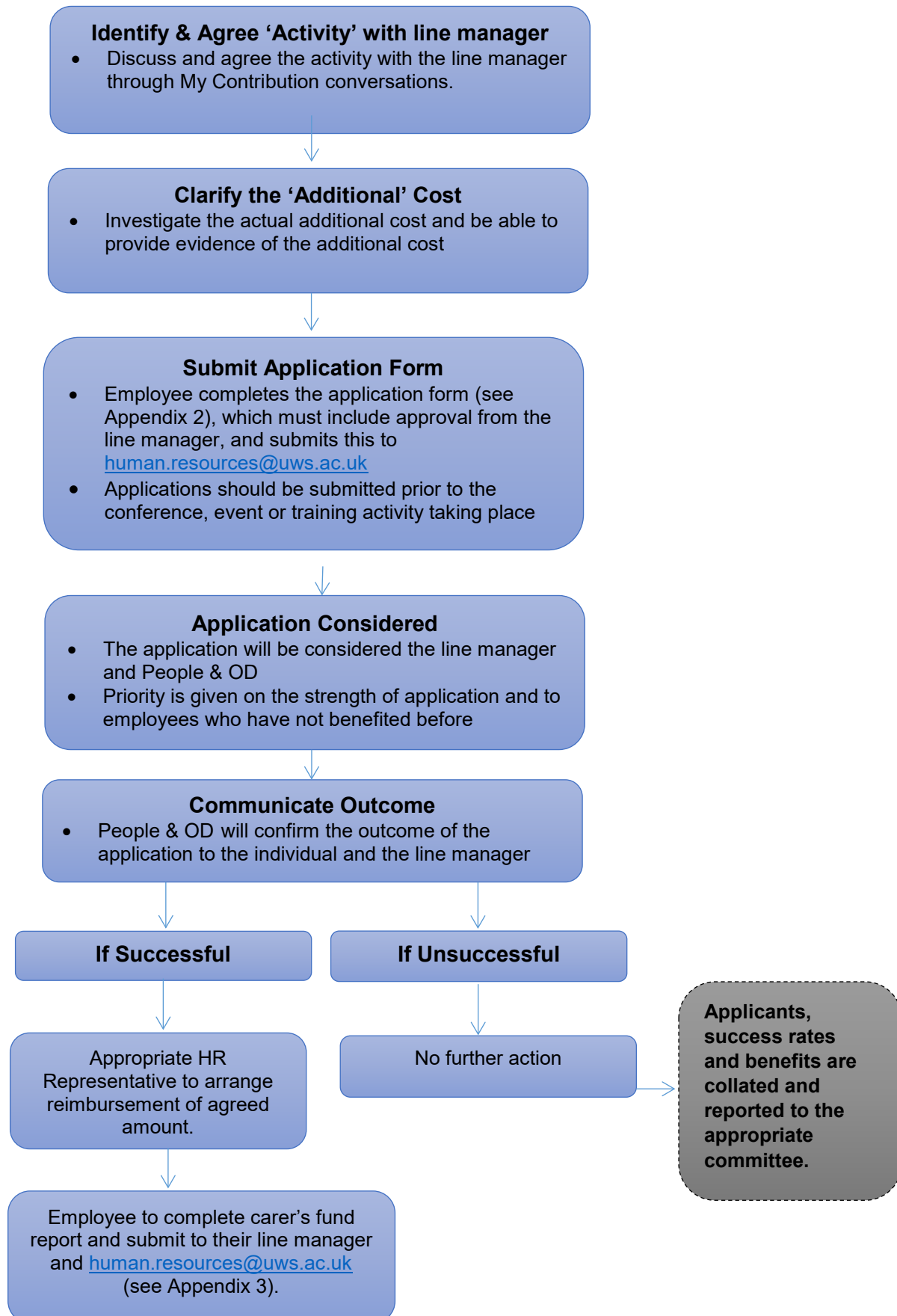
Parent Policy Statement – People and Organisational Development

Public Access or Staff Only Access – Public

Version – Version 3 Approved June 2021

Changes and Reason for Changes – Annual People & OD Procedure Update

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. of 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 manager's support for the activity? |
| |

Employee Signature:

Date:

Line Manager Signature:

Date:

Date received by People & OD:

Please return this application form to your line manager and email a copy to human.resources@uws.ac.uk.

**Appendix 3
Carer's Fund - Report**

Carer's Fund – Report

Please use this template to report on the benefits and the impact of the Carers' Fund.

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):

Employee name:

Date:

Date received by People & OD:

Please return this report to your line manager and email a copy to human.resources@uws.ac.uk.