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.

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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

Identify & Agree ‘Activity’ with line manager
- Discuss and agree the activity with the line manager through My Contribution 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 (see Appendix 2), which must include approval from the line manager, and submits this to human.resources@uws.ac.uk
- Applications should be submitted prior to the conference, event or training activity taking place

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

Communicate Outcome
- People & OD will confirm the outcome of the application to the individual and the line manager

If Successful
- Appropriate HR Representative to arrange reimbursement of agreed amount.
- Employee to complete carer’s fund report and submit to their line manager and human.resources@uws.ac.uk (see Appendix 3).

If Unsuccessful
- No further action

Applicants, success rates and benefits are collated and reported to the appropriate committee.
## Carer’s Fund Application Form

### Employee Details

<p>| | |</p>
<table>
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<tr>
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<tbody>
<tr>
<td>Employee name:</td>
<td></td>
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<tr>
<td>Job Title:</td>
<td></td>
</tr>
<tr>
<td>School/Department:</td>
<td></td>
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<tr>
<td>Line Manager:</td>
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</table>

### 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?

<table>
<thead>
<tr>
<th>Employee Signature:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Line Manager Signature:</td>
<td>Date:</td>
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Please return this application form to your line manager and email a copy to human.resources@uws.ac.uk.
## Carer’s Fund – Report

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

<table>
<thead>
<tr>
<th>Briefly outline the specific way in which the fund was used (max 200 words):</th>
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<th>Please detail the benefits/outcomes of the fund to you as an individual (max 400 words):</th>
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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.