Information Booklet for Carers

Professional Development (on behalf of the Carers’ Network)/Human Resources

(May 2009 – updated August 2011)

For large print or alternative format please contact Professional Development
INTRODUCTION

This booklet provides an overview of the key policies and support available to carers at the University of Nottingham. If you require further information as a carer, or the manager of a carer, please do not hesitate to contact your HR Employment Relations Adviser or call the HR helpline on 0115 951 5206.

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Definition of a Carer

A carer is someone who is responsible for the care of a friend, relative or neighbour; who may be ill, frail, has a disability, is mentally distressed or is suffering from substance misuse.

Carers’ Network

A carers’ network has been established at the University of Nottingham and this is available for all University staff who are carers. A steering group of four carers decides on network events and activities. Individuals do not have to attend meetings to remain members of the network. Meetings are held about three times a year to which all network members are invited. Some are informal gatherings and some more structured with invited speakers.

The network provides a forum for carers to provide mutual support and exchange information and ideas. It also acts as a mechanism for communication with the University, in particular Human Resources, and raises issues of policy, practice and procedure. The network is supported by Professional Development and Human Resources.

For further information or to join the carers’ network, please contact either:

Suzanne Morton – tel ext: 15769 or Email: Suzanne.Morton@Nottingham.ac.uk or
June McCombie - tel ext: 13551 or Email: June.McCombie@Nottingham.ac.uk
Equality & Diversity

The University has a website dedicated to equality and diversity issues and details the commitment of the University to promote equality of opportunity for all members of staff and students at Nottingham. You can access the site at: http://www.nottingham.ac.uk/hr/equality-diversity/.

Equal Opportunities Policy

The University seeks to create the conditions whereby students and staff are treated solely on the basis of their merits, abilities and potential, regardless of gender, race, colour, nationality, ethnic or national origin, age, socio-economic background, disability, religious or political beliefs, trade union membership, family circumstance, sexual orientation or other irrelevant distinction. For further information please visit: http://www.nottingham.ac.uk/hr/guidesandsupport/equalityanddiversypolicies/index.aspx.

Long Term Carers Leave Policy

The purpose of this policy is to enable an employee to provide substantial or full-time care for a spouse, partner, civil partner, parent or any other relative who lives with and depends on them or a dependant relative, other than children, for a period of up to a maximum of 13 calendar weeks in any period of 12 months. Employees are eligible to apply for Long Term Carers Leave provided they have a contract.
of employment with terms and conditions in excess of the statutory requirements.

In circumstances requiring complete absence from work, this will be granted for a period of up to a maximum of 13 calendar weeks in any period of 12 months on an unpaid basis. Whenever possible, the employee’s manager will consider, on a case by case basis, a temporary/time limited flexible working arrangement after which the employee reverts back to the original working pattern e.g. a reduction of working week or home working for a period of up to a maximum of 13 calendar weeks, whereby the employee is paid for the hours worked on a pro rata basis. Any arrangements made should be agreed in writing and specify clear start and end dates.

An employee should initially discuss their request for Long Term Carers Leave with their Head of School/Department or designated nominee. They should then complete the application form (see: http://www.nottingham.ac.uk/hr/guidesandsupport/worklifebalance/applicationforms.aspx also available from their Head of School/Department, sending it to the Human Resources Department.

The Human Resources Department will, on receipt of the application and after discussion with the Head of School/Department, confirm in writing whether or not the application has been granted, and if so will detail the arrangements agreed, and inform payroll accordingly.

For further information visit: http://www.nottingham.ac.uk/hr/guidesandsupport/worklifebalance/long-termcarersleave/index.aspx.
Special Leave for Unplanned & Urgent Domestic, Personal & Family Reasons

The purpose of this policy is to help employees balance the demands of domestic and work responsibilities at times of **UNPLANNED** and **URGENT** need. It enables staff to deal with an unexpected or sudden problem and make any appropriate arrangements.

Circumstances where special leave can be granted include:

- if a dependant falls ill, gives birth or has been involved in an accident or assaulted, including where the victim is hurt or distressed rather than injured physically;
- to make appropriate care arrangements for a dependant who is ill or injured;
- to deal with the death of a dependant, for example, to make funeral arrangements or to attend a funeral;
- to deal with an unexpected disruption or breakdown in care arrangements for a dependant; for example, when the child minder or nurse fails to turn up;
- to deal with an incident involving the employee's child during school hours: for example, if the child has been involved in an accident or is being suspended from school.

An employee who works for the University full-time or part time, regardless of length of service or type of contract, will be entitled to apply to take a reasonable period of unpaid time off for the reasons detailed above.

Those employees with a contract of employment with terms and conditions in excess of the statutory will be entitled up to the first five days paid (pro rata for part-time staff) in a 12-month period.
Staff requesting Special Leave for Unplanned and Urgent Domestic, Personal and Family Reasons should apply through their Head of School/Department or designated nominee as soon as is reasonably possible. The staff member must state the reason for the absence and how long they expect to be away from work.

It is unlikely that staff would need to take the full entitlement in a given period as they will be required to make speedy arrangements so that they can resume work as soon as possible. However, each situation should be dealt with individually.

For further information visit: 
[http://www.nottingham.ac.uk/hr/guidesandsupport/worklifebalance/specialleave/index.aspx](http://www.nottingham.ac.uk/hr/guidesandsupport/worklifebalance/specialleave/index.aspx).

**Parental Leave**

A member of staff who works full-time or part-time subject to the eligibility criteria, may be entitled to up to 13 weeks' unpaid parental leave, or up to 18 weeks' unpaid parental leave for parents of disabled children¹ (in total, not per annum). The parental leave entitlement applies for each child.

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¹ a child for whom a disability living allowance has been awarded
To qualify for parental leave you must be a member of staff who:

- has been continuously employed in the University for a minimum period of **12 months** up to the time they want to take the leave;

And is either:

- the parent of a child under 5 years of age; or
- has adopted a child and is within 5 years of placement (up to the child's 18th birthday if that is sooner) or
- is the parent of a disabled child under the age of 18

Parents of a disabled child can take leave (up to 18 weeks unpaid) up to the child's 18th birthday and in shorter periods than a week.

For further information, please visit: [http://www.nottingham.ac.uk/hr/guidesandsupport/maternalparentalsupportandadoption/parental/index.aspx](http://www.nottingham.ac.uk/hr/guidesandsupport/maternalparentalsupportandadoption/parental/index.aspx).

**Flexible Working Arrangements Policy**

Parents of children aged under 17 or of disabled children aged under 18 have the right to apply to work flexibly, as do carers of certain adults. The University therefore has a statutory duty to consider these applications seriously.

In order to have a right to apply to work flexibly the employee:

- needs to have **worked continuously as an employee of the University for the last 26 weeks** or more at the date the application is made;
should not have made a request to work flexibly (regardless of whether this was to care for an adult or child) under this right during the past 12 months from the date the application is made;

AND

should have responsibility for the upbring of either a child under 17 or a disabled child under 18;
should be making the request only in order to help care for the child;
should make this request no later than two weeks before the child’s 17th birthday or 18th birthday where disabled.

OR

have responsibility for (or expect to be caring for) an adult in need of care who is their spouse, partner, civil partner or relative\(^2\), or an adult in need of care living at the same address as the employee;
be making this request in order to care for an adult who requires it.

It is up to the employee to make a considered application in writing to their manager. Accepted applications will mean a permanent change to the employee’s own terms and conditions of employment unless otherwise agreed between both parties, which will also have an impact on pension contributions and benefits such as death in service.

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\(^2\) relative for this purpose is a mother, father, adopter, guardian, special guardian, parent-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, uncle, aunt or grandparent. Step-relatives and half-blood relatives are also included. Relatives include adoptive relationships and relationships which would have existed but for an adoption i.e. employee’s natural relatives.
It is important therefore that before making an application, the employee gives careful consideration to which working pattern and/or arrangements will help them best care for their child or adult dependant; any financial and pension implications it might have on them in cases where the desired working pattern will involve a drop in salary; and any effects it will have on the University’s business and how these might be accommodated.

For further information visit: http://www.nottingham.ac.uk/hr/guidesandsupport/worklifebalance/flexibleworking/index.aspx.

**Job Share**

Job sharing is a variation of part-time working where two people jointly share the responsibilities of one full-time post. Part-time employment is where employees are contracted to work less than the relevant basic week and only have responsibility for their particular post.

The University’s Job Share policy applies equally to men and women who are existing full-time members of staff and who wish their full-time post to be converted to a job share. In considering requests or deciding priority between competing claims, the interests of the University will be taken into account. The hours of each partner in the job share do not have to be equal as long as the combination between the two job share partners covers the full-time hours of the post.
Career Break

The Career Break policy was introduced as part of the University's commitment to family friendly policies, to provide staff with the opportunity, in defined circumstances, to leave their employment without a break in service to fulfill personal commitments whilst maintaining their career in the intervening period.

Applications to take a career break will be considered from both full-time and part-time staff who have a minimum of five completed years continuous service with the University.

Applications under the policy will be considered in the light of the purpose of the Career Break policy and the compatibility of the request with the operational needs of the University.

The application criteria for a career break are:
- To undertake caring responsibilities.
- To undertake a period of further full-time education/training (which should be relevant to the employment of the member of staff).
- To undertake a period of voluntary service overseas.
- To accompany a partner (employed by the University) who is working overseas.
Employees interested in making an application under this Policy are encouraged to seek the advice from hr@nottingham.ac.uk or http://www.nottingham.ac.uk/hr/contactus/contactus.aspx at an early stage and to raise the matter informally with their Head of School/Department or appropriate manager.

A formal application should be made by completing a Career Break Application Form (see: http://www.nottingham.ac.uk/hr/guidesandsupport/worklifebalance/applicationforms.aspx) also available from their Head of School/Department, which should be forwarded to the Human Resources Department, giving a minimum of four months notice of the date on which the career break is due to start.

Applications giving less notice may be accepted at the discretion of the University. Where appropriate, relevant documentation must be provided to accompany the career break proposal.

For further details please visit: http://www.nottingham.ac.uk/hr/guidesandsupport/worklifebalance/careerbreaks/index.aspx.

Counselling Service

The University Counselling Service (UCS) is a free confidential service available to all members of University staff. It can be difficult to pay attention to your own needs when you are caring for someone else but there may be times when it is helpful to talk to someone outside the situation.
An initial appointment of 30-50 minutes will allow staff the opportunity to talk over concerns and reach a joint decision on the best way forward if one session is not sufficient. Ongoing counselling may be offered at UCS or the counsellor may suggest other sources of help if that seems more appropriate.

The main University Counselling Service base is in the Trent Building at University Park, Room A75.

UCS also offers sessions at Sutton Bonington and at Boston, Derby, Lincoln and Mansfield (for staff of the School of Nursing, Midwifery and Physiotherapy) and the Graduate Entry Medical School at Derby. Staff from these sites may also choose to see a counsellor at University Park.

For an appointment tel: 0115 951 3695 or Email: counselling.service@nottingham.ac.uk between 9.00 am - 12.30 pm and 2.00 pm – 4.30 pm.
External Web Resources

General Resources

**Age Concern** provides a wide range of factsheets and advice on long term care. Tel: 0800 009966 or visit: [www.ageconcern.co.uk](http://www.ageconcern.co.uk)

**Caring with Confidence** is part of the Government's 'New Deal for Carers' - an initiative aimed at improving support for carers. They run group sessions, online resources and self-study packs. Tel: 0113 385 4491 or visit: [http://www.caringwithconfidence.net/](http://www.caringwithconfidence.net/)

The **Carers Federation** supports carers and the people for whom they care. The organisation provides a wide range of services and useful information, and is managed by a board of carers, former carers and people who use services. Tel: 0115 985 8485 or visit: [http://www.carersfederation.co.uk/](http://www.carersfederation.co.uk/)

**Carers UK** is an organisation of and for carers which offers support in obtaining practical, emotional and financial support. Tel: 0808 808 7777 or visit: [http://www.carersuk.org/Home](http://www.carersuk.org/Home)

**Carers Vouchers** are under discussion with the government; these could be used to pay for tax-free support. For further information, visit: [http://www.carevoucherscampaign.co.uk/](http://www.carevoucherscampaign.co.uk/) or: [http://www.hrmagazine.co.uk/news/807370/](http://www.hrmagazine.co.uk/news/807370/)
Commission for Social Care Inspection inspects and reports on care homes. Tel: 0845 0150120 or visit: www.csci.org.uk

Community Legal Advice offers free, confidential and independent legal advice for residents of England and Wales. Tel: 0845 3454345 or visit: http://www.communitylegaladvice.org.uk/index.jsp

Counsel and Care for older people, their carers and families provides advice and factsheets on care homes, benefits and care at home. Tel: 0845 300 7585 or visit: www.counselandcare.org.uk

Crossroads Association is a charity aimed at improving the lives of carers. Tel: 0845 450 0350 or visit: http://www.crossroads.org.uk/

The Department for Work and Pensions Disability and Carers Service provides financial help to disabled people and carers. They deal with: Disability Living Allowance, Attendance Allowance, Carer’s Allowance and Vaccine Damage Payments. They also run a Benefits Enquiry Line on 0800 882200. For further information visit: http://www.direct.gov.uk/en/CaringForSomeone/index.htm

Elderly Accommodation Counsel for First Stop Care Advice - an advice line run by the EAC in conjunction with partners. They can provide lists of care homes. Tel: 0800 377 7070 or visit: www.housingcare.org

First Stop is a one stop help service for all aspects of care advice. Tel: 0800 377 7070 or visit: www.firststopcareadvice.org.uk
A **Guide to paying for care** has been written to help people through the funding maze of care homes. Tel: 0800 294 6890 or visit: [http://www.thisismoney.co.uk/partnership](http://www.thisismoney.co.uk/partnership)

**Help the Aged** provide advice and help through phone lines and factsheets. Tel: 0808 800 6565 or visit [www.helptheaged.org.uk](http://www.helptheaged.org.uk)

The **Princess Royal Trust for Carers** provides information and help for carers. Tel: 01257 234070 or visit: [http://www.carers.org/](http://www.carers.org/)

In August 2008 the **Work and Pensions Committee** published a report entitled ‘Valuing and Supporting Carers’. This is available at: [http://www.publications.parliament.uk/pa/cm200708/cmselect/cmworpen/485/48502.htm](http://www.publications.parliament.uk/pa/cm200708/cmselect/cmworpen/485/48502.htm)

**Working families** supports working carers and offers free fact sheets covering various issues. Tel: 0800 013 0313 or visit: [http://www.workingfamilies.org.uk/asp/home_zone/mwelcome.asp](http://www.workingfamilies.org.uk/asp/home_zone/mwelcome.asp)

**Local Services**

**Derbyshire**

**Derby City Council**’s web page for adult carers aims to give carers an idea of the range of services available to them, and who to contact for further information. Tel: 01332 717777 or visit: [http://www.derby.gov.uk/HealthSocialCare/SocialServices/GeneralSupportCare/CarerSupport/AdultCarers.htm](http://www.derby.gov.uk/HealthSocialCare/SocialServices/GeneralSupportCare/CarerSupport/AdultCarers.htm) or...
For Derby City Council’s advocacy web page visit: http://www.derby.gov.uk/HealthSocialCare/SocialServices/GeneralSupportCare/CarerSupport/?qsNavSettings=max

Leicestershire

Leicester City Council’s web page for adult carers aims to give carers an idea of the range of services available to them, and who to contact for further information. Tel: 0116 2527000 or visit: http://www.leicester.gov.uk/index.asp?pgid=14482


For Leicester City Council’s advocacy web page visit: http://www.leicester.gov.uk/your-council--services/social-care-health/carers/advocacy-forcarers

Lincolnshire

Lincolnshire County Council provides advice and support for adult carers who care for the elderly, children with special needs and adults with physical or learning disabilities. Tel: 01522-552222 or visit: http://www.lincolnshire.gov.uk/section.asp?docId=38481
City of Lincoln Council provides links to benefits which are available. Tel: 01522 873355 or visit: http://www.lincoln.gov.uk/topic results.asp?kw id=22&disp=c&letter=B

CALL is an organisation providing independent advocacy for the people of Lincolnshire. It provides a 'voice' to support people to get their views heard and their choices respected. Tel: 01522 511114 or visit: http://www.calladvocacy.org.uk/

Nottinghamshire

Nottingham City Council offers a range of services, such as carers’ breaks, respite care and support groups as well as advice about carers’ rights and benefit entitlement. Tel: 0115 9151298 or visit: http://www.nottinghamcity.gov.uk/index.aspx?articl eid=321 3

Nottingham and Notts Advocacy Alliance is an independent voluntary organisation providing advocacy, training and other opportunities. Tel: 01623 662664 or visit: http://www.nnaa.org.uk/

Staffordshire

The Carers Association Southern Staffordshire (CASS) is a registered charity providing confidential advice, information and emotional support to carers of any age living within the districts of Cannock Chase, East Staffs, Lichfield, South Staffs, Stafford and Tamworth. Tel: 01785 606675 or visit: http://www.carersinformation.org.uk/cass/
North Staffs Carers Association provides a range of support services for carers. Tel: 01782 834 836 or visit: http://www.carersfirst.com/

Staffordshire County Council provides information about services available for carers. Visit: http://www.staffordshire.gov.uk/health/care/carers/

Stafford Borough Council provides information concerning advocacy for Social Services clients. Tel: 01785 223121 or visit: http://www.staffordbc.gov.uk/static/page5334.htm