

Chemical Engineering – Carers’ Training Fund Pilot

This document will outline the purpose and procedure of our proposed departmental carers’ fund.

1. Background

The Department of Chemical Engineering endeavours to provide an all-inclusive work environment and offer a healthy work-life balance. However, establishing a healthy work-life balance comes with its own difficulties, such as financing care for dependents, especially when travelling for conferences or training.

In addition to their daily duties, staff may find themselves travelling away from home for conferences and meetings which often last for more than one day. Therefore, the Department of Chemical Engineering would like to allocate £2.5K per annum and pilot this scheme commencing September 2020. The pilot will be evaluated in July 2021.

2. Eligibility

Those eligible for this scheme must be a contracted staff member within the Department of Chemical Engineering, with familial caring duties.

3. Procedure

The applicant should complete the form below and submit the request to the Head of Department (HoD) and Departmental Manager at least three weeks prior to the event/travel date.

A small departmental panel, chaired by the HoD/ED&I Lead, shall decide how awards will be allocated. Priority will be given to applicants without alternative access to funds.

Applications will be considered on a ‘first come first served’ basis until the fund has been exhausted in the given financial year. Successful applicants will be notified via email.

The Departmental Manager/Staffing & Finance Officer will then issue details of a departmental account code, which the successful applicant should charge any authorised expenditure to. Claims should only be made via MyFinance, using the category ‘exceptional items’ on iExpenses.

Within one month of the travel, successful applicants (during the pilot period) are expected to submit a brief report of up to 300 words to explain how this fund has proven useful, and will be encouraged to provide their opinions on the scheme.

4. Conditions

For the purposes of this fund, 'caring' implies childcare, care of elderly or any other family members or dependants requiring help. Claims up to £500 will be considered per person, per year. In exceptional circumstances and at the discretion of the panel, there will be scope for allocating higher awards. If in doubt, submit a request for the higher amount.

In the event that the care fund is no longer required, the successful applicant must email the HoD and Departmental Manager to withdraw their request ASAP, so that funds can be reallocated.

Department of Chemical Engineering Carers' Fund Application Form

Full name:	Job title:
Date of application:	
Details of event/meeting for which funds are sought to cover	
Type of event:	
Your purpose of attending:	
Location of Event:	
Name of person receiving care:	
Date/s and times of when care is required:	
In 200 words, please explain the circumstances requiring you to seek assistance from the carers' fund: <i>Eg. Extended hours for a child-minder; travel expenses for friends or relatives to look after the dependent; after school club fees</i>	
Have provisions been sought from other carer/caring providers? Y / N	
Line Manager's signature for approval	
Head of Department's signature for approval	
Funding approved? Yes / No	
Amount of funds requested:	Amount of funds approved: