

Support for Carers

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Divisional and Department:	Human Resources				
Author / Originator and Job Title:	Eleanor Palmer-Rigby, HRBP				
Replaces:	CORP/GUID/459, Version 1, Support for Carers				
Description of amendments:	New document for signposting staff with caring responsibilities				
Approved by:	Joint Negotiating Consultative Committee (JNCC) by Chairman's Action				
Approved Date:	03/06/2019				
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Review Date from Date of Approval:	1 Year <input type="checkbox"/>	2 Years <input type="checkbox"/>	3 Years <input checked="" type="checkbox"/> 03/06/2022	4 Years <input type="checkbox"/>	5 Years <input type="checkbox"/>

Version Control Sheet			
This must be completed and form part of the document appendices each time the document is updated and approved			
Date dd/mm/yy	Version	Author	Reason for changes
03/06/19	2	Eleanor Palmer-Rigby, HRBP	General review

Consultation / Acknowledgements with Stakeholders		
Name	Designation	Date Response Received
	Human Resources (HR) Policy Forum	
Maggy Heaton	Staff Side Chair	19/07/2019

1 Introduction / Purpose

This guideline will assist staff with caring responsibilities in identifying the most suitable document to meet his/her needs.

2 General Principles / Target Audience

All employees.

3 Definitions and Abbreviations

CBT	Cognitive Behavioural Therapy
HR	Human Resources
JNCC	Joint Negotiating Consultative Committee

4 Guidelines

4.1 Definition of Carer

A carer is someone who provides unpaid support to family or friends who could not manage without that support. This could be caring for a relative, partner, friend or neighbour who is ill, frail, disabled or has a mental health problem.

Caring for a relative, friend or partners is a role that many people will take on at some point in their lives. We have an aging population of which some will need care and support, often provided by family members. We need to ensure that we can support staff who are carers outside of work.

4.2 Working Time

If your circumstances mean that you can no longer work your existing contracted hours, there are a number of options that could be considered as part of an agreed flexible working arrangement including:

- Reduction in working hours – this could be a temporary or permanent reduction in working hours and could be achieved by working part-time or committing to a job share arrangement
- Compressed working hours – this could be a temporary or permanent change in the way you work your existing contracted hours, for example fitting your working hours into 4 days rather than 5.
- Annualised Hours or Term Time Working – this means amending the way in which you work your hours each week dependent upon working or holiday patterns. This is often used to support childcare.
- Details for all of these schemes and how to apply please see the Family Policy (see Section 7 for the link).

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4.3 Purchasing Additional Leave

Your entitlement to annual leave is in accordance with agenda for change and is linked to your service with the NHS. If your circumstances mean that you would like to apply for additional pre-planned leave, then you can apply for any amount from 1 day to 8 weeks via our Flexible Futures Scheme provided your job role requires no back fill. Details of the scheme are available on the Intranet and via <http://www.bfwh.nhs.uk/onehr/payroll/flexible-futures-scheme/>.

Additional days are purchased, with deductions made monthly from your salary throughout the annual leave year regardless of when you take the additional days/weeks which will assist with budgeting. Your other entitlements, such as your pension or holidays, are not affected by purchasing additional leave in this way.

4.4 Emergency Carer leave

There may be emergency situation in respect to the person you care for, which means that you are suddenly unable to come to work. Such situations may include:

- A disruption or breakdown in care arrangements.
- If a dependent falls ill or has been in an accident.
- To make longer term arrangements for a dependant.
- To deal with an incident involving a child during school hours or a dependant attending day care provision.

The Trust allows up to 3 periods of 1 day paid emergency leave per year. Details of how to apply and the authorisation process are explained in the Special Leave Policy (BTHFT, 2018).

4.5 Parental Leave

If you have at least one year's continuous service and you are responsible for a child up to the age of 18, you are entitled to take 18 weeks unpaid parental leave during their childhood, either from birth or from the date of placement. Leave can be taken in blocks of a week, up to a maximum of 4 weeks per year. Leave must be applied for by giving at least 21 days notice and full details of how to apply are available in the Family Policy (BTHFT - Procedure, 2017).

4.6 Career Break

If working and caring become too difficult and you are thinking about giving up work, then it may be possible to apply for a career break as an alternative to resignation if you have at least one year's continuous service with the Trust. This will particularly apply if you believe your reason for needing the break is not likely to go beyond 12 months. A career break would mean you could concentrate on your caring role for a while, knowing that you have your job to go back to.

You can apply for a career break from 3 months to 1 year and details of how to apply are available in the Work Life Balance Policy (BTHFT, 2016).

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4.7 Wellbeing

The Trust is lucky in having an ability to offer employees emotional and wellbeing support via a variety of schemes. These include counselling, Cognitive behavioural Therapy (CBT), physiotherapy and exercise schemes via occupational health, plus salary sacrifice schemes such as childcare vouchers, buy a bike scheme and technology schemes.

Detail of the services offered by occupational health can be accessed via One HR on the Occupational Health page <http://www.bfwh.nhs.uk/onehr/occupational-health/> .

Salary sacrifice scheme details can be accessed via OneHR on the Employee Benefits page <http://www.bfwh.nhs.uk/onehr/staff-benefits-expenses/smart-salary-sacrifice/> .

4.8 External Organisations

The Trust works closely with a number of organisations but most specifically Blackpool Carers who are based on Trust Premises and Age UK. These organisations can provide information and assistance regarding care for others.

Blackpool Carers can be reached via telephone or their website as follows:

Tel: 01253 956244 / 956243

Fax: 01253 393450

Email: Hannah.fletcher@blackpoolcarers.org

Web: www.blackpoolcarers.org

Blackpool Carers Centre, Beaverbrooks House, 147 Newton Drive, Blackpool, FY3 8LZ

Age UK can be reached in Blackpool and Lancaster via telephone or their website as follows:

Age UK Blackpool and District, 89 Abingdon Street, Blackpool, FY1 1PP

Tel: 01253 622812

Email: admin@ageukblackpool.or.uk

Age UK Lancaster, 7-11 Chapel Street, Lancaster, LA1 1NZ

Tel: 0300 303 1234 (calls charged at local rate)

Email: Lancaster@ageuklancs.org.uk

5 References and Associated Documents

BTFHT - OneHR, n.d. *Flexible Futures Scheme*. [Online]

Available at: <https://www.bfwh.nhs.uk/onehr/payroll/flexible-futures-scheme/>

[Accessed 18 7 2019].

BTHFT - Procedure, 2017. *Family Policy (Maternity, Paternity, Adoption)*. [Online]

Available at: <http://fcsp.xfyldcoast.nhs.uk/trustdocuments/Documents/CORP-POL-523.docx>

[Accessed 17 7 2019].

BTHFT, 2016. *Work-Life Balance*. [Online]

Available at: <http://fcsp.xfyldcoast.nhs.uk/trustdocuments/Documents/CORP-POL->

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[Accessed 8 5 2019].

BTHFT, 2018. *Special Leave*. [Online]

Available at: <http://fcsp.xfyldecoast.nhs.uk/trustdocuments/Documents/CORP-POL-229.docx>

[Accessed 30 5 2019].

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Appendix 1: Equality Impact Assessment Form					
Department	HR	Service or Policy	Carers Guide	Date Completed:	25 th April 2016
GROUPS TO BE CONSIDERED Deprived communities, homeless, substance misusers, people who have a disability, learning disability, older people, children and families, young people, Lesbian Gay Bi-sexual or Transgender, minority ethnic communities, Gypsy/Roma/Travellers, women/men, parents, carers, staff, wider community, offenders.					
EQUALITY PROTECTED CHARACTERISTICS TO BE CONSIDERED Age, gender, disability, race, sexual orientation, gender identity (or reassignment), religion and belief, carers, Human Rights and social economic / deprivation.					
QUESTION	RESPONSE		IMPACT		
	Issue	Action	Positive	Negative	
What is the service, leaflet or policy development? What are its aims, who are the target audience?	To signpost all employees with caring responsibilities to the provisions available within the Trust	None			
Does the service, leaflet or policy/ development impact on community safety • Crime • Community cohesion	No	None			
Is there any evidence that groups who should benefit do not? i.e. equal opportunity monitoring of service users and/or staff. If none/insufficient local or national data available consider what information you need.	No, this document aims to support all staff	None			
Does the service, leaflet or development/ policy have a negative impact on any geographical or sub group of the population?	No	None			
How does the service, leaflet or policy/ development promote equality and diversity?	Yes	None			
Does the service, leaflet or policy/ development explicitly include a commitment to equality and diversity and meeting needs? How does it demonstrate its impact?	Not applicable	None			
Does the Organisation or service workforce reflect the local population? Do we employ people from disadvantaged groups	Not applicable	None			
Will the service, leaflet or policy/ development i. Improve economic social conditions in deprived areas ii. Use brown field sites iii. Improve public spaces including creation of green spaces?	No	None			
Does the service, leaflet or policy/ development promote equity of lifelong learning?	No	None			
Does the service, leaflet or policy/ development encourage healthy lifestyles and reduce risks to health?	Yes	None			
Does the service, leaflet or policy/ development impact on transport? What are the implications of this?	No	None			
Does the service, leaflet or policy/development impact on housing, housing needs, homelessness, or a person's ability to remain at home?	No	None			
Are there any groups for whom this policy/ service/leaflet would have an impact? Is it an adverse/negative impact? Does it or could it (or is the perception that it could exclude disadvantaged or marginalised groups?	Carers. This is a positive impact and does not exclude any groups	None	Positive impact for carers		
Does the policy/development promote access to services and facilities for any group in particular?	Carers	None	Carers		

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Appendix 1: Equality Impact Assessment Form				
Does the service, leaflet or policy/development impact on the environment During development At implementation?	No	None		
ACTION:				
Please identify if you are now required to carry out a Full Equality Analysis	Yes	No	(Please delete as appropriate)	
Name of Author: Signature of Author:	Eleanor Palmer-Rigby	Date Signed:	04.06.19	
Name of Lead Person: Signature of Lead Person:	Lesley Smith Payne	Date Signed:	04.06.19	
Name of Manager: Signature of Manager	Lesley Smith Payne	Date Signed:	04.06.19	

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