**Faculty of Arts Humanities and Cultures**

**Conference and Training course Attendance support scheme**

**1. Purpose and rationale**

1.1 Colleagues are increasingly encouraged to work collaboratively and internationally in line with University and Faculty strategy. Attendance at training or events such as conferences can prove challenging when staff have caring responsibilities for dependent children or adults. The additional costs associated with providing care can be a barrier to participation.

1.2 As an inclusive and progressive Faculty, the Faculty of Arts Humanities and Cultures is committed to supporting all staff and PGR students to maximise their potential by participating in conferences and/or training (whether in person or remotely). It is, therefore proposed that supplementary funding be made available to all members of the Faculty community with caring responsibilities to cover any additional costs related to the provision of care.

**2. Eligibility and level of award**

2.1 The fund can be accessed by all Faculty colleagues and PGR students with caring responsibilities. It is intended to support travel and care costs linked to a range of key activity which may include (but is not restricted to):

* Travel to build international and national collaborations and networking
* Research based activities
* Travel to support student recruitment and admissions
* Training and conference attendance
* Key activities that represent the Faculty/University
* Activities to support professional development

2.2 The scheme is intended to support staff to participate in these events by covering the cost of providing care over and above those normally incurred.

2.3 This scheme may also be used to contribute to the cost of travel to conferences and training events for dependant(s) and one additional carer, where this is necessary for the essential care for the dependant. For example, this may be applied for if the conference/training course attendee is breastfeeding and requires a second carer to accompany them in order to care for the dependant during the event.

2.4 The funding can also be used to provide a contribution towards costs associated with providing care, including homebased or outbased care with an appropriately qualified and registered carer, childminder, or organisation.

2.5 Reimbursement would be subject to prior approval and a completed expense claim with supporting receipts. Each case will be considered on its individual merits.

2.6 A maximum of £500 per academic year will be available through the scheme.

2.7 Funding is available to all staff across the Faculty with responsibility for children under the age of 18 and those with dependant caring responsibilities, such as disabled or elderly family members.

2.8 Costs will be shared equally between schools/service and Faculty

**3. Process**

3.1 Application forms (see Appendix 1) should be completed and sent to the School Manager, who will collate applications and pass to the Head of School (or nominee) for signing.

3.2 Applications will be approved by the applicant’s Head of School or Service who will take into consideration the relevance to the applicant’s role and the specific need to attend the conference or training event. Faculty oversight will be provided by the Deputy Dean

3.3 Following attendance at the conference/training course applicants can claim the award through the submission of receipts relating to the cost of the care provision to the Faculty finance team and should request the reimbursement via the e-expenses system on [self- service](https://selfservice.mais.leeds.ac.uk);

3.4 The award may be viewed by HMRC as a benefit in kind, and if so payment will be subject to tax and NI in the normal way.

**4. Review of scheme**

4.1 The scheme will be reviewed on a twelve months’ cycle by the Deputy Dean and reported with key metrics to the Faculty Equality and Inclusion committee and Faculty Executive Committee, to ensure continual review and the assessment of impact.

**Appendix 1**

**Arts Humanities and Cultures Conference and Training course Attendance support scheme**

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| --- | --- |
| **First name**  |  |
| **Last name**  | page2image6821888 |
| **Email address:**  |  |
| **Department:**  | page2image6824960 |
| **School:**  |  |
| **Event to be attended:**  |  |
| **Event location:**  |  |
| **Will you attend in person or remotely?** | page2image6831104 |
| **Date(s) of event:** | page2image6833664 |
| **Amount of funding requested:** | page2image6867200 |
| **What will this funding be used for?**  |  |
| **How do you think participation in this event will benefit you?** |  |
| **How will attendance at this event benefit the School/University/your research/studies?** |  |
| **Any other comments:**  |  |

Please complete and send to the School admin manager for them to delegate for signatures via the Head of School.