

Staff Financial Support Fund

A reminder about the Staff Financial Support Fund (previously called the Staff Hardship and Top-up Fund), which offers support to staff experiencing financial difficulty. The Staff Financial Support Fund is open to:

- University employees;
- retired University employees;
- the dependants of University employees who have died in service; and
- the dependants of retired University employees who have died.

Reasons for an award may include:

- Cost of living, particularly due to current high levels of inflation (eg an increase in essential outgoings);
- One-off unexpected essential expenses (eg boiler breakdown or bereavement costs);
- Unexpected reduction in household income (eg job loss or illness of a household member);
- Change in personal circumstances (eg relationship breakdown, loss of accommodation).

Read more about the [Staff Financial Support Fund](#).



Wellbeing: Support for Line Managers, Cost of Living and Being for Beginners

The Wellbeing Programme team is pleased to share the following activities planned for Hilary Term:

- Financial Wellbeing workshops offering practical support with the cost of living crisis;
- Line manager training focused on providing skills to support personal (or line manager) and team wellbeing; and
- Being for Beginners: a two-day, in-person course, starting in March.

We will also be offering training to our expanding network of Staff Wellbeing Champions. If you are interested in joining this network, find out more on the [Staff Wellbeing Champions Network webpage](#).

To stay up to date on the latest news and events, or if you wish to register for a course, please bookmark the [Wellbeing news and events webpage](#).

Celebrating National Apprenticeship Week: Information Session

On **Tuesday 7 February**, the Apprenticeships team will host an online Apprenticeship Information session, as part of activities to celebrate National Apprenticeship Week (6-12 February). This is a great opportunity for staff to learn about the different types of apprenticeships on offer at the University, including how to recruit New Entrant apprentices and the career development opportunities available to existing staff. The webinar will cover:

- An overview of the apprenticeships available at the University
- The apprenticeship levy
- How to recruit a New Entrant Apprentice
- Apprenticeship opportunities available to current staff looking to develop their careers further
- Talks from current and past apprentices



If you're interested in finding out about apprenticeship opportunities across the University, [register to attend via the events page](#). Further apprenticeship promotions will be shared in all-staff channels in the coming weeks.

Update: Menopause in the workplace

Workshop

In October we ran a workshop - *Menopause: the last taboo* - as part of the launch of our new [guidance on Menopause in the workplace](#). It was really well attended and feedback has been positive. It is clear from the feedback on the new guidance, and the workshop, that one of the most important ways we can support colleagues who are affected by menopause, is by creating an open and supportive and well-informed space in which they can talk about the issues that are affecting them.

Our next session will therefore focus on how to be a good menopause ally and cover:

- Why menopause is a workplace issue
- What is menopause, the stages, and possible impacts
- Diagnosis and signposting
- Menopause allyship - the do's and don'ts, how to cultivate conversation
- Resources
- Q & A

The next session will run, via Zoom on, **7 February 12.30 – 13.30**

[Register](#) via the HR Newspaper.



Networks

The October workshop showed strong support for the idea of a menopause network at Oxford and we will be working with the Wellbeing team to establish something this year.

Case studies

We are also grateful to the colleagues who have come forward with new case studies for the [Menopause in the Workplace webpage](#).

Keep checking back as we are adding stories all the time which demonstrate that this is an issue which can affect a very wide range of people. Recent additions include menopause and menopausal symptoms induced by hormone treatment for endometriosis and for prostate cancer, and by Premature Ovarian Insufficiency.

Support staff disciplinary process changes

The disciplinary and grievance procedures for support staff have been revised.

Many of the changes in the revised procedures aim to:

- update the language to make it inclusive,
- make the drafting clearer in terms of who should do what, and
- rearrange material so that it follows a more chronological sequence in terms of the actions that need to be taken during a disciplinary or grievance procedure.

The relevant sections of the [support staff handbook](#) will be updated in early February.

Any questions should be addressed to your departmental HR team in the first instance.