HR & OD POLICIES
human resources and organisational development

Carers Guidance

Aberdeenshire Council recognises employees have commitments outside work. Therefore, it is considered to be in the interests of both the Council and employees that the work/life balance is maintained.

Aberdeenshire Council is recognised by Carer Positive as an established employer who provides a supportive working environment for employees who also have an unpaid caring role out of the workplace.

The definition of a carer (also known as an unpaid carer) is someone of any age, who provides or intends to provide support to a relative, friend or neighbour who cannot manage to live independently without the carer's assistance. They may care for an older person, someone who is disabled, has a long-term illness, mental health issues or is affected by alcohol or drug misuse.

Where the commitments of the employee outside work involve caring responsibilities, the Council recognises that every carer deserves the right to a life outside caring, and supports this through policies, training and its partnerships with External Carer Support Organisations'.

HR Policies

Aberdeenshire Council have HR policies and procedures in place which can help address the problems that work/life issues can cause and may be able to provide support to employees who have a caring role. These include:

Flexible working subject to line manager discretion and service delivery needs.
Career Breaks providing an opportunity for employees to balance work and other aspects of their lives whilst enabling the Council to retain their experience, skills and knowledge.
Employee Assistance Programme (EAP) Employees can EAP (Vivup) independent of their line manager on **03303 800658** or **0800 023 9324** or by visiting https://vivup.tercltd.co.uk?CODE=107808

The Special Leave Local Government Employees and Special Leave Teachers policies offer different types of leave that may be helpful, and other information which may be useful.

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Employees are encouraged to speak directly to their line manager who will discuss your caring commitments with you and will apply the most appropriate leave option for your circumstances, if leave is required. Annual leave and flexi time requests will also be given consideration to extend support where possible.

ALDO has two courses available online. **Carer Awareness – Level 1** will increase awareness of those with a caring role and ensure that carers have the information and support they need at the right time. **Caring Counts in the Workplace** is for managers who are interested in finding out more about carers, and understanding their own role in identifying and supporting carers in the workplace.

If you or you line manager have any questions on any specific HR policies, you can contact askHR. You can log in to the **askHR** self-service portal via the link on the Arcadia homepage or **Telephone** (01467) 534400 or **Email** askHR@aberdeenshire.gov.uk

External Carer Support Organisations

Aberdeenshire Council works closely with third sector organisations who provide support to carers. These organisations can provide;

- Advice and information on a wide range of resources and community supports
- Signposting to a specific service or organisations in your area
- Assist you in completing an Adult Carer Support Plan should you wish to.
- Peer support as part of a group, or work on a one to one basis

Quarriers – Aberdeenshire Carer Support Service (for carers of those living in Aberdeenshire) Tel: 01467 538700 e-mail: aberdeenshirecarers@quarriers.org.uk Quarriers Carer Support Service - Adult Carers	Quarriers – Aberdeen City Carers Support Service (for carers of those living in Aberdeen City) Tel: 01224 914036 e-mail: aberdeencarers@quarriers.org.uk Aberdeen City Carers Support Service - Quarriers

The following Aberdeenshire Council resources may also be helpful:
External webpage Caring for Others

Arcadia Unpaid Carers Services & Support

For more information email carersupport@aberdeenshire.gov.uk

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