

Human Resources

Carers Passport

November 2024



Stockton-on-Tees
BOROUGH COUNCIL

Culture Statement

We are an organisation where we all make a positive contribution to work for the whole Council.

Where we never lose sight of the fact that we are here to serve the people of the Borough.

This is a place where.....

- **We are valued trusted and supported**
- **We are heard**
- **We take responsibility for our own development**
- **We work hard**
- **We are not afraid to try something new**
- **We belong**

THE PURPOSE

The Council recognises the significant impact of combining paid work and informal caring role on individuals. The purpose of the passport is to enable a carer and their manager to hold a supportive conversation and document the flexibilities needed to support the carer in combining care and work. The aim is to minimise the need to re-negotiate these flexibilities every time an employee moves post, moves between departments, or is assigned a new manager. This document belongs to the employee and their manager should have a copy.

This is designed to be a living document to be reviewed every year and in response to any changes in the nature or impact of the caring responsibilities.

In order to record an agreement in the passport you may wish to refer to other provisions in the Work-Life Balance and Attendance Policy such as the Leave Policy or the Flexible Working Policy. When a passport is reviewed (either an action or the passport overall), a manager changes, or an employee moves to a new role, the passport does not guarantee that the previously agreed arrangements will remain in place.

Please note, the Carer's Passport does not apply to routine childcare responsibilities unless your child has a long-term health condition or disability.

SECTION 1 - PASSPORT HOLDER DETAILS

Name:

Name of Manager:

Job Role:

SECTION 2 – OVERVIEW OF CARING RESPONSIBILITIES

This section should include:

- a summary of your caring responsibilities
- the impact this has on your working life
- any further information that may help your manager understand the impact your caring responsibilities have on you and your work

[illegible]

This section deals with flexibilities specific to your current job which would help you combine caring and work. These are intended to inform your discussion with your manager.

SECTION 5 – FLEXIBILITIES AGREED

This section deals with flexibilities specific to your current job which would help you combine caring and work. Set out agreed actions with dates for implementation.

SECTION 6 – ANY OTHER ACTIONS

This section might include for example contacting the employee assistance programme for counselling, signposting the Carers Network for peer support or contacting the Stockton Adult Carers Support Service for confidential advice, support and information to carers within Stockton-on-Tees (employees can access the majority of support from this service even if they live outside of the Borough)

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

I consent to my manager keeping a copy of this passport.

Employee signature:

Date:

Manager signature:

Date:

Date of next review: