

## Guidance on DSE Assessments for staff working from home

A new DSE assessment tool has been produced by Occupational Health for staff working from home who are concerned about their workplace set-up.

If you have concerns please complete the assessment. Detailed guidance for managers on responding to issues raised by the assessment is also available.

The tool and guidance are available from the [Occupational Health Service website](#), and are located in the Covid-19 Homeworking DSE box part-way down the page.

## Oxford Living Wage

Since 2017 the University has been an accredited Living Wage foundation employer. In August this year, we were also accredited by Oxford City Council's Oxford Living Wage (OLW) scheme.

The OLW promotes "liveable earnings for all workers, recognising the high cost of living in Oxford". It is set annually at 95% of the London Living Wage and is currently £10.21 an hour. Implementing the OLW at Oxford has led to a pay increase for almost 2,000 University employees.

You can read more on the [Staff Gateway](#).



## Hardship Fund

The University has set up a Hardship Fund for students and staff affected by Covid-19. For further details about the Fund and how individuals can apply, please visit the [Hardship fund webpage](#).

## HR Self-Service and casual workers

Access to [HR Self-Service](#) has now been extended to casual workers and teachers, enabling them to view and apply for internal-only vacancies and access electronic versions of their payslips and P60s.

## Homeworking and wellbeing guidance

At the start of the lockdown we produced some [homeworking and wellbeing guidance](#) for staff. We've now updated and revised these pages to reflect the longer-term nature of remote working for many of us.

The guidance covers everything from your IT and physical environment, to tips on effective home-working, wellbeing advice and signposting to personal and career development resources.

You will also find resources for mental and physical health, help in supporting dependants, advice on personal safety and much more. The Occupational Health Service website also hosts a range of resources, including [How to exercise at home](#), which gives simple stretching exercises you can do through the day.

## Big White Wall's new name - *togetherall*

We recently announced that all University staff can now access Big White Wall, an online mental health support community. In response to feedback, Big White Wall has decided to change its name, and will now be known as ***togetherall***.

Togetherall remains an online peer-to-peer global welfare community and wellbeing service. It is moderated by healthcare professionals and is available on a 24/7 basis. Togetherall provides a safe space for staff to help self-manage a range of mental health and wellbeing issues.

Staff can [register for free](#), by using their Oxford e-mail address (select "I'm from a university or college"). A [very brief introduction](#) to the service is available on [Youtube](#), or a [more detailed look around](#) the service (but still using the Big White Wall name) is also available.

## Pay Exercises

As part of the University's planning in light of the uncertain financial situation, on 22 June 2020 Council considered what pay mitigations might be put in place for the next financial year.

A decision was made to put all discretionary pay exercises for all staff groups on hold until further notice.

Find out more about the [pay mitigations](#).

## Updates from People and Organisational Development (POD)

### New Managers' toolkit

POD has created a bank of 34 new guides covering the essential things a new manager needs to know, from Giving Feedback to Understanding Finance.

We are now looking for help with testing these guides during September. If you are a manager, whether new or experienced, and would have time to get involved please contact POD Enquiries on [pod@admin.ox.ac.uk](mailto:pod@admin.ox.ac.uk).

### Online learning opportunities

We have a new [eLearning page](#) where you can find a wide range of online learning opportunities, guides and resources available for staff.

This includes a personal development toolkit, 'delegating work' guide, 'leading remote teams' workshop and 1:1 coaching via Teams.

### Coaching to support change and transition

Coaching can be very helpful in periods of transition or uncertainty - an opportunity to think things through with a skilled coach can help those facing change to feel more settled and decisive.

The Oxford University Coaching Network offers 1:1 coaching via phone or Microsoft Teams during this period. Staff can access between one and four 1:1 coaching sessions.

Find out more on POD's [coaching webpage](#).

### PDRs during COVID-19

There is new [guidance to help managers think about PDRs](#) during the pandemic and post-COVID period, covering:

- How will you conduct PDRs for teams who are working remotely, and/or transitioning back to the workplace?
- What adaptations might you need to make to your processes and approach?
- How can you support performance at a distance?
- How can you help your people think about change?

### Apprenticeships

The University has been shortlisted for Rate My Apprenticeship's Top 100 Apprenticeship Employers Table 2020-21, for the second year running.



[Read more about the award.](#)

We are sad to announce that our Apprenticeships manager Clive Shepherd has decided to take early retirement - but we wish him a long and happy retirement!

If you want to know more about Apprenticeships take a look at our [Apprenticeships website](#) or email [apprenticeships@admin.ox.ac.uk](mailto:apprenticeships@admin.ox.ac.uk).

### Childcare Services

The majority of the Oxford Nurseries were closed during April and May due to the COVID-19 pandemic. We have been gradually re-opening since June, and expect to be fully open by the end of September with new health and safety measures in place.

Due to the closures, the usual summer offering process has been delayed and therefore families may have to wait a little longer than usual to be offered a nursery place.

We are now working hard to catch up and are sending out offers for new nursery places where they are available.



If you have any queries about nursery places, visit [Childcare Services](#) or contact [childcare@admin.ox.ac.uk](mailto:childcare@admin.ox.ac.uk).