

Welcome to the Trinity 2019

edition of HR Updates for Staff. University HR publishes this news bulletin once per academic term to inform staff across the University about current HR issues.

In this issue, you will find information on:

- Pension re-enrolment
- Returning Carers Fund
- EU Settlement Scheme
- Launch of new Mindfulness course
- News from Childcare Services
- Latest Gender Pay Gap report
- Diversity Fund call for applications
- Equality Report 2017-18

To find out more about HR issues, please visit:

www.admin.ox.ac.uk/personnel/staffinfo/.

Returning Carers Fund

The Trinity term call for applications to the University's Returning Carers Fund is now open. The Fund is a small-grants scheme to support women and men who have taken a break of at least six months for caring responsibilities to re-establish their research careers.

The scheme is open to academic and research staff employed by the University, including those holding joint appointments, but excluding those who have achieved full professorial title or who hold statutory chairs. Those currently on leave can apply on their return to work.

The grants will pay for a range of activities, such as short-term administrative or research assistance, teaching buy-outs, conference attendance, visits of research collaborators and training in new research methods.

Please bring this to the attention of any staff who may be eligible. Trinity term applications are due by **Friday 31 May**.

Find out more at:

www.admin.ox.ac.uk/eop/gender/carers-fund/.

A message from the Pensions Team: Re-enrolment in a workplace pension

Every three years, the University has a duty under pension regulations to re-enroll eligible staff who have left one of the University's pension schemes (USS/OSPS/NEST). On **1 June 2019**, the Pensions Team will automatically re-enroll eligible staff who are not currently members of one of these schemes.

To prepare for this, the Pensions Team has been using data on CoreHR, the University's HR system, to assess the earnings and age of staff not currently in a pension scheme. The Pensions Team is also taking into account where these staff ordinarily work.

If the assessment shows that an employee needs to be automatically re-enrolled, the Pensions Team will send the member of staff a formal email confirmation, and will then re-enroll them on 1 June. This will cover most, but not all, of those to be re-enrolled.

Affected staff will have the opportunity to opt-out again if they wish, but there are specific arrangements for each pension scheme.

If you are affected and re-enrolled into **OSPS** or **NEST**, you can opt out once you have been enrolled. However, you will have contributions deducted in your June pay, and you will be refunded in the July or August payroll depending on timings.

OSPS members will be enrolled in the defined contribution section (Investment Builder section) and can only opt out by visiting www.legalandgeneral.com/choice and using the enrolment code on your starter letter, or by telephoning 0345 026 8982. The starter letter is sent to your home address; you are therefore encouraged to keep your contact details up-to-date on the CoreHR system (you can do so via HR Self-Service: www.ox.ac.uk/staff/working-at-oxford/hr-self-service).

If you are re-enrolled into **USS**, you will have a short window between the 1 to 15 June in which you can opt out and therefore avoid having pension contributions deducted in June. After 15 June, you may still opt out before the end of August (3 months) and receive a refund of their pension contributions.

Further information is available at:

www.admin.ox.ac.uk/finance/epp/pensions/auto_enrolment/

For general pension queries, please visit:

www.admin.ox.ac.uk/finance/epp/pensions/.

Looking for more HR updates? Back issues of this bulletin are available online:

www.admin.ox.ac.uk/personnel/news/updatesforstaff/.

EU Settlement Scheme now open

Following a pilot, the Home Office has launched the EU Settled Status scheme for EU citizens and their families.

The scheme is open to all EU, EEA and Swiss nationals living in the UK by 12 April 2019. All EU/EEA nationals should complete a Settled or Pre-Settled application by December 2020.

Further information about the Scheme is available at: www.gov.uk/settled-status-eu-citizens-families.

If you have queries about the scheme please contact James Baker (james.baker@admin.ox.ac.uk) or Tim Currie (tim.currie@admin.ox.ac.uk) in the University's Staff Immigration Team.

Questions about staff immigration?

The Staff Immigration Team is here to help. Contact details for the team are available at www.admin.ox.ac.uk/personnel/permits/.

Mindfulness Course launched by Occupational Health Services



Be Mindful
Online Mindfulness Course

Be Mindful is a 4-week fully online mindfulness course that's evidence-based, reputable and highly effective at significantly reducing levels of stress, anxiety, depression, fatigue, rumination, and improving sleep quality and resilience.

The course is available to all staff free of charge. It can be used to help reduce stress and anxiety, increase mental resilience, or improve mood and every day feelings of happiness, and many more.

For more information and to enroll on the course, visit the Be Mindful webpage on the Occupational Health Services' website:

www1.admin.ox.ac.uk/uohs/mentalwellbeingresilience/bemindful/ (SSO required).

A message from Childcare Services

Offers will soon be on their way for staff who have applied for a nursery place with a start date in the summer of 2019. In order to help us speed up the offering process and to reduce the number of declines that we receive, please check the following:

- Do you still need to be on the waiting list?
- Have you visited your preferred nurseries?
- Have you completed your preferred nurseries' own application forms?
- Are your requested start date, date of birth and booking pattern correct?



If you wish to update any of your details, please do so by amending your application information on our online portal: www.admin.ox.ac.uk/childcare.

If your child is due to leave a University of Oxford nursery place this summer, please could you make sure that you provide us with two months' notice of when their last day in nursery will be? Please note that your nursery will also require notice, and this may vary from the two months that we request.

If you have any queries about your application, please contact Childcare Services at childcare@admin.ox.ac.uk.

OLI course news: New women's development programme

The OLI has also launched its own women's development programme, which has been designed specifically to meet the learning priorities identified by participants. Feedback has been very positive and we look forward to welcoming more women to future iterations of the programme.

Find out more at www.learning.ox.ac.uk/courses/.

HR Updates

Diversity Fund 2019-20

Applications are now open for the 2019-20 round of the University's Diversity Fund.

The Diversity Fund provides small grants to initiatives aimed at furthering the University's commitment to equality and diversity, with the aim of delivering a lasting change in culture across the collegiate University.

Total funding of £70,000 is available in this round, and it's anticipated that around six projects will receive funding. Bids are welcome in respect of any area of equality and diversity, but priority will be given to those that:

- Contribute to the University's equality and diversity priorities outlined in the Strategic Plan
- Demonstrate breadth of impact and/or the scope for good practice to be applied more widely
- Address challenges in new ways
- Demonstrate how the impact of the project will be sustained beyond the initial funding period

The Diversity Fund is open to all staff at the University, and the application process is simple. Students are also welcome to apply but must have the support of an academic sponsor. The closing date for applications is **Friday 28 June**.

Find out more at:

www.admin.ox.ac.uk/eop/inpractice/df

Gender Pay Gap Report

As a large employer, the University has a legal obligation to publish its gender pay gap report every year, and the latest report is now available at:

www.admin.ox.ac.uk/personnel/reward/jobeval/gpa/

The gender pay gap is a measure of the difference between men's and women's average earnings across the University.

The University has a median gender pay gap of 13.7%, which is lower than the national average. The mean gender pay gap has decreased from 24.5% to 22.6%; whilst positive, this remains higher than the national average. The gender pay gaps identified are mainly attributable to the lack of women in senior roles in the University.

There is an uneven distribution of men and women across grades, with women generally accounting for a higher percentage of staff at the lower end of the structure and a higher percentage of men in senior grades.

The University is committed to closing its gender pay gap. Promoting gender equality is a key strategic priority for the University as demonstrated by a number of initiatives including Athena Swan, equality targets to achieve a meaningful increase in the representation of women at senior level, and the provision of comprehensive support for staff with caring responsibilities (eg generous maternity, adoption and shared parental leave, the Returning Carers Fund, and the My Family Care benefit).

Latest Equality Report available now

The EDU has published the [Equality Report for 2017-18](#). The University made significant progress towards its equality objectives over the last academic year, including:

- ✓ Achieving a Race Equality Charter award at bronze
- ✓ Joining the Stonewall Top 100 Employers Index
- ✓ Meeting most of our female leadership targets
- ✓ Exceeding our access targets for UK undergraduates

Download the report at:

www.admin.ox.ac.uk/eop/policy/data/report/

