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WELCOME TO LANCASTER UNIVERSITY

This handbook is intended to give you a brief introduction to the University: you will find information about services and support structures, as well as our vision and values. This handbook is not intended to be fully comprehensive but rather a useful tool to get you started in your first days and weeks of working here.

We will invite you to attend a ‘Welcome to Lancaster’ staff induction session, during which additional information will be provided. This session, is also an opportunity to meet other staff who have recently commenced employment.

An orientation checklist will be provided with your employment contract to ensure that your first days of employment are as smooth as possible.

The HR website – www.lancaster.ac.uk/hr – also contains a range of useful information, especially via the new starters tab on the home page. You will also find the employee self service link located within quick links which is a portal where you can manage your personal data and view your pay slips online.

If you have any comments on the handbook or require any additional advice or information, please contact any member of HR.

We hope you find your working life at Lancaster enjoyable and rewarding.

Human Resources
STRUCTURE AND VALUES
OUR STRATEGY FOR 2020

Our strategy is to become a university that is globally significant – a leader in higher education that provides the highest quality research and teaching, and engages locally and internationally on the issues and debates of the day and future. Driven by research and stimulation learning, the globally significant university informs and changes practice and thinking worldwide.

OUR VISION

Specifically we will:

- Raise the profile and recognition of the University nationally and internationally
- Continue to grow the University’s subject mix and portfolio
- Build on our existing subject strengths, seeking to place each of our departments in the top 100 in the world and/or the top 15 in the UK
- Explore new forms of partnership, unconstrained by historical relationships and forms of collaboration
- Build on our growing transnational activities and partnerships to develop a substantial international presence at a scale that provides the resources and activities to be considered globally significant

OUR VALUES

How we do things is as important as what we do. The ways in which we engage with our students, staff, partners, and sponsors are a reflection of our values and beliefs.

Values we believe in:

- Promoting and defending independent academic enquiry and freedom of thought
- Pursuing excellence in all we do
- Being brave in our decisions, ready to embrace new possibilities and achieve our strategic ambitions
- Enabling all staff to fulfil their career and personal ambitions in a collegial environment
- Developing durable relationships and interactions that meet the needs of our students, alumni and partners
- Ensuring accountability, integrity and professionalism in how we operate, both in the UK and overseas
- Working together to support the development of the University
- Engaging actively to change the world, through our teaching and research and also by leading on economic and social improvement
The Chancellor is the ceremonial head of the University and attends on special occasions such as degree ceremonies.

The Pro-Chancellor is a senior lay member of the University. They are responsible for chairing Council and are involved in the strategic, financial and physical management of the University.

The Vice-Chancellor is the chief academic and executive officer of the University and is supported by the Deputy Vice-Chancellor, three Pro-Vice-Chancellors (leading on Research, Education and International), the Provost for Student Experience, Colleges and the Library, the Chief Administrative Officer, the Director of Finance and the University Secretary.

The main statutory bodies of the University are the Council, the Senate and the Court.

**Council:** Composed of ex-officio, appointed and co-opted members from within and outside the University, the University Council is responsible for governing the University. This includes investing in, and providing for, maintenance of premises and equipment and making provision for the welfare of employees and students of the University.

**Senate:** Composed of ex-officio, elected, co-opted and appointed members of the academic community. Senate is responsible for the direction, regulation and promotion of teaching and research of the University. Through a range of Committees of Senate, Senate oversees the conduct of academic programmes, examinations, and the granting of awards.

**Court:** Composed of ex-officio, appointed and co-opted members from the staff of the University and the student body as well as from outside the University representing the local community and other designated bodies with an interest in the work of the University. The Court annually receives reports on the University, discusses any matters relating to the University, and conveys its opinion thereon to the Council or the Senate.

**UMAG (University Management Advisory Group):** Composed of the Vice-Chancellor (in the chair), Deputy Vice-Chancellor, the Chief Administrative Officer, the Pro-Vice-Chancellors, the Provost for Student Experience, Colleges and the Library, the Director of Finance, the Chief Administrative Officer, the Director of Facilities, the Director of Quality, Assurance & Enhancement, the Director of Communications & Marketing and the President of the Students’ Union, with the Academic Registrar in attendance as secretary to the Group.

UMAG meets to consider recommendations and policies that might be put forward to the Senate and Council. UMAG acts as a senior forum for discussing all key policy issues and for providing advice to the Vice-Chancellor. Weekly reports of UMAG meetings are posted on the University website.
FACILITIES AND SERVICES
FLEXIBLE BENEFITS

www.lancaster.ac.uk/hr/total-reward/benefits.html

‘Flexible Benefits’ allows you to select and tailor your own benefits package from a range of choices and to obtain discounts and tax and/or national insurance savings. There is a Flexible Benefits brochure which provides an introduction to the scheme available on the HR website.

‘Flexible Benefits’ runs on an annual cycle commencing in October when staff are able to select from the full range of benefits. Staff who commence employment during the year can take advantage of the following benefits:

- Car Parking
- Bus Passes (only available between October and December)
- Pre-School Centre Fees at the start of each term (subject to availability)
- Childcare Vouchers
- Sports Centre
- Retail Discount Card
- Dental Insurance
- Healthcare Cash Plan
- Tusker - Low Emission Cars
- Membership Fee for a Professional Body
- Payroll Giving
- USS Pension contributions* (please see note below)
- Cycle to Work (Provider – Cyclescheme).
- There is also a second enrolment window in February.
- Vocational Training Courses (Provider – Lancaster University),
- Vocational Training Courses (Provider – Other Institutions),
- Season Ticket Loan.

You will be contacted shortly after commencing employment, with details of how to make your selections.

* Note for USS members only. The system will automatically include you in making your contributions by salary sacrifice. This means that members will save NI as well as benefit from existing tax relief. Salary sacrifice will not affect your pension entitlements, which will continue to be based on the pre-sacrifice pay (reference pay). Likewise, your reference pay will be used in determining future pay rises, so you are assured that you will not lose out in any way. If you should still wish to opt out of this arrangement and not benefit from the NI saving, you will need to log on to the Flexible Benefits website to deselect this option and then submit your benefits package within the enrolment period.
SPRINGS CENTRE AND OUTDOOR FACILITIES
www.sportscentrelancaster.co.uk

Opened in Summer 2011 the sports centre boasts a twenty-five metre, eight lane swimming pool with moveable floor and the latest touch pad timing equipment. The pool accommodates casual swimming, galas, water and canoe polo, swimming lessons, aqua aerobics, swimming club training sessions and sub aqua. For bather comfort the swimming pool utilises ultra violet technology to enable lower levels of chlorine to operate.

The fitness areas are supervised at all times for user safety and offer an extensive range of cardio and resistance machines complimented by free weights and a conditioning/personal training area. Located on the ground and first floor the gym offers extensive views across the sports pitches for those not wishing to watch a film or their favourite television programme on the latest touch screen consoles.

The climbing wall is 10 metres high and also offers the challenges of a bouldering cave. This area was designed with input from Sir Chris Bonington and offers areas for the complete beginner through to the rock athlete.

As well as grass pitches for rugby and football our outdoor provision includes eight tennis courts, five netball courts, two artificial pitches (one sand filled and one sand dressed) and two multi-use games areas. The most recent outdoor developments have been a trim trail and a woodland walk.

For regular users, memberships are available for university staff or for less frequent participants then pay and play tariffs apply. All levels of membership are available via 'Flexible Benefits'.

<table>
<thead>
<tr>
<th>Membership tariffs 2015-16</th>
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<tr>
<td><strong>Type</strong></td>
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<tr>
<td>bronze</td>
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<tr>
<td>silver</td>
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<tr>
<td>gold</td>
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<tr>
<td>platinum</td>
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</table>

For those wishing to relax after a training session a sauna and steam room are available. Other facilities include four squash courts, a meeting room, a physio/sports injuries clinic and extensive outdoor changing rooms.
THE PRE-SCHOOL CENTRE

www.lancaster-preschoolcentre.co.uk

Lancaster University Pre-school Centre is situated in a purpose built building on the University campus. It offers unrivalled childcare facilities for students and staff of the University and caters for children between the ages of three months to five years. A team of highly qualified staff are dedicated to ensuring the children in their care achieve their full potential. The Centre benefits further from an extensive outdoor area where the children are encouraged to explore and discover the natural surroundings.

The Pre-School Centre is open for approximately 48 weeks of the year and offers full and part time childcare provision. The day is split into two sessions:

- Morning session: 8.45am to 1.00pm.
- Afternoon session: 1.15pm to 5.30pm.
- Early morning session from 08.15 to 08.45 can be requested.
- Late afternoon session from 5.30pm to 6.00pm can be requested.

The pre-school centre was judged outstanding in all areas in the recent OFSTED report.

Staff of the University can reduce the cost of childcare by choosing salary sacrifice arrangements through 'Flexible Benefits'. Alternatively the Centre accepts childcare vouchers which can also be selected through 'Flexible Benefits'.

If you are interested in finding out more about the Pre-School please visit the website or contact a member of the team who will be happy to discuss any queries you may have and arrange for you to call and have a look around.

Adele Stewart, Manager
Lancaster University Pre-School Centre, Lancaster University, Lancaster LA1 4YW
a.m.stewart@lancaster.ac.uk
www.lancaster-preschoolcentre.co.uk
INFORMATION SYSTEMS SERVICES

Getting your University Account
As a member of staff you will be provided with a University Account giving you access to a range of IT services.

Some staff receive their University Account details by email. Staff who don’t receive them this way will, after providing HR with all the necessary documents specified in their contract of employment, have to go to the ISS Service Desk in the Learning Zone with official photographic ID to get their Account.

If you have had a University Account at Lancaster before (maybe as a student or whilst working in another role), please contact ISS as soon as you can to consolidate the two accounts.

Help and Support
ISS provides help and support online, via email, telephone or in person.
The ISS website also provides a wealth of information including:
- Service descriptions, along with any options available for request,
- Answers to frequently asked questions,
- Training opportunities and online guidance,
- Current service issues,
- University IT news and updates,
- Contact details for help and support.

MyAccount has information about your University Account, including your email address, personal filestore location, and password and phone settings.
You can follow University IT News and information about service issues on Twitter @ISSLancaster. You can also get service issues updates via an RSS feed.
The ISS Service Desk is located in the Learning Zone and can be contacted on 01524 510987, or emailed at iss-service-desk@lancaster.ac.uk

IT Services
Services provided by ISS include:
- An Exchange account providing email and calendaring. Email can be accessed from your PC, laptop or mobile device, or via a web browser using the Outlook Web App.
- Personal file storage (both local and “in the cloud”) and web space,
- Departmental and shared storage options,
- High-speed connection to the JANET network, and secure Wi-Fi via eduroam,
- Research services such as the High End Computing (HEC) cluster at Lancaster,
- Access to a range of applications for Administration, e.g. Student Record system, Finance and HR systems,
- A range of site-licensed and discounted software,
- Online learning spaces via Moodle and Sakai,
- More information is available on the IT Services pages of the ISS website,
- Specialist IT services and support may also be available within your department.

You can access a range of University services and resources on a mobile device using the iLancaster mobile app. It is available for iOS and Android and there’s a web-based version if you can’t access the native app on your device.

Information Security Training
As soon as you have received your University Account details, you should complete the mandatory Information Security training. This covers relevant University policies and provides guidance on how to keep information secure.
Lancaster University Library is situated at the heart of the University, on Alexandra Square and is open 24 hours a day during term time.

Increasingly, the resources and services the Library offers to support research, learning and teaching are delivered digitally, for use wherever and whenever you need them.

We provide an extensive range of electronic journals and books which you can access on or off campus using your University log-in and password details. We also offer a wide range of printed books and journals to support academic work, plus leisure reading books, language-learning resources, DVDs, CDs and videos.

The rich holdings of our printed collections and online resources can be discovered via the OneSearch service which is also available for mobile devices.

To borrow, you will need a Library card. Please call at the Library during staffed hours to have your Library card made.

The Library provides both on-line and personal assistance to staff and students. Full information is available on the Library webpages; for help that is particularly relevant to your subject, look under Subject Support. There is a Libguide for every department at Lancaster and a team of subject librarians who can advise on information and Library matters, and who run courses for staff and students. The Library also offers individual support for staff with dyslexia or disabilities.

The Library provides a wide range of working environments which may appeal to staff, including silent areas such as the Alexander Pilkington Reading Room. The whole of the Library is a wi-fi zone, and PCs, printers and scanners are available. There are also two training suites and a seminar room.

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<thead>
<tr>
<th>Opening Hours – Summer Term Time</th>
<th>Building Open with</th>
<th>Self-Service</th>
<th>Staffed Service</th>
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<tbody>
<tr>
<td>Monday to Friday</td>
<td>24 hours</td>
<td>10.00am to 8.00pm</td>
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<tr>
<td>Saturday</td>
<td>24 hours</td>
<td>1.00pm to 6.00pm</td>
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<td>Sunday</td>
<td>24 hours</td>
<td>1.00pm to 6.00pm</td>
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<tr>
<th>Opening Hours – Summer vacation</th>
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<td>Saturday</td>
<td>10.00am to 5.00pm</td>
<td>1.00pm to 5.00pm</td>
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<tr>
<td>Sunday</td>
<td>10.00am to 5.00pm</td>
<td>Not available</td>
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</tbody>
</table>

Please note that times may be subject to change. Please visit the Library webpages for information on the latest times and the current refurbishment.
SAFETY AND SUPPORT
As part of your induction, please ensure that within the first three months you complete the on-line diversity training available at: www.lancaster.ac.uk/hr/equality-diversity/development.html

For staff without internet access, please contact Rob Kemp on 01524 510624 for an alternative solution.

All Staff and Students play an important part in achieving our equality and diversity aims, and are responsible for:

- Promoting equality and not discriminating between any groups or individuals,
- Helping to create and maintain an environment where harassment and discrimination are unacceptable,
- Dealing, as far as they can, with incidents of harassment, bullying or breaches of the Equality & Diversity Plan,
- Taking up equality and diversity awareness training and learning opportunities,
- Staff: reporting incidents of concern to their Head of Department or manager, area HR Partner, the University Harassment Network or Trade Union representative,
- Students: reporting incidents of concern to a relevant member of staff, a staff member or officer from LUSU, or the University Harassment Network,

Lancaster University is committed to fulfilling its obligations under the Equality Act 2010, which applies to employment, facilities, goods and services and education, including the admission and treatment of students. These commitments are made with specific reference to a person’s Age, Disability, Gender Reassignment, Marriage & Civil Partnership, Race, Religion or Belief, Sex (Gender) and sexual orientation.

The aims of our Equality and Diversity Plan are to:

- Attract and retain a diverse student and staff population,
- Develop a culture of fairness and inclusion where diversity is valued and celebrated,
- Provide equal opportunity and eliminate discrimination,
- Ensure dignity and respect for all,
- Undertake engagement with students and staff,
- Meet the requirements of the Equality Act 2010,
- The current Equality & Diversity Plan is available at: www.lancaster.ac.uk/hr/equality-diversity/E&D-Plan-approved-Council-12-July-2013.pdf

The University implements the Equality & Diversity Plan via a set of nine Priority Objectives, each with a lead person who reports annually to the Equality & Diversity Committee. The Priority Objectives are:

1. Communicate and promote equality and diversity,
2. Equality Analysis of policies and practices,
3. Develop physical campus and services,
4. Student diversity and recruitment,
5. Develop student experience,
6. Develop teaching, learning and experience,
7. Develop student careers and employment,
8. Staff diversity and recruitment,
9. Develop staff experience,

The current Priority Objectives are available at: www.lancaster.ac.uk/hr/equality-diversity/Priority-objectives-CURRENT.pdf

There is also an Equality Network and Disability Network of department and service representatives, and current information is available at: www.lancaster.ac.uk/hr/equality-diversity/edc_networks.html

Further Information

For Disability Two Ticks, please see: http://www.lancaster.ac.uk/hr/recruitment/files/twoticks.html

For Athena SWAN, please see: http://www.lancaster.ac.uk/hr/equality-diversity/Athenainfo.html

For DisabledGO, please see: http://www.disabledgo.com/organisations/lancaster-university/main-2
YOUR OCCUPATIONAL HEALTH SERVICE

What is Occupational Health?
The Occupational Health Service supports the aims of the University’s Strategic Plan to sustain a healthy and safe place to work by promoting wellbeing in its broadest sense. Occupational Health is about how the working environment can affect an employee’s health and equally can affect their ability to do their job.

The emphasis is on preventing ill health at work and promoting good health. All consultations are strictly confidential. The Occupational Health Service is subject to a range of statutory provisions to protect confidentiality and prevent the disclosure of sensitive medical information.

Aims of Occupational Health
- Promote physical and mental health and wellbeing,
- Enable the rehabilitation of employees returning to work following ill health,
- Assist employees to achieve good health by providing health advice and support,
- Prevent employees from becoming ill as a result of the work they do.

Other Health Services
An independent GP practice is situated on the perimeter road opposite Gillow Avenue. Any member of staff who lives within the practice area is free to register as an NHS patient at the Health Centre. The practice staff will advise you of the practice area.

A dispensing pharmacy is based at the rear of Bailrigg House giving students and staff the convenience of collecting prescriptions without having to go into town, ext. 94598. A private dental practice is situated next to the pharmacy, ext. 94595.
DEVELOPMENT OPPORTUNITIES FOR STAFF

www.lancaster.ac.uk/oed

Organisational and Educational Development (OED) supports the professional and career development of Lancaster staff. Working with Faculties, Departments and Professional Services to ensure that all staff can access relevant and appropriate development that benefits both the individual and the University.

Enhancing teaching and learning practice, leadership and management training, research development, professional skills development and personal effectiveness in a range of work roles, OED works with Deans/Heads of Departments to identify faculty or discipline-specific development needs and support effective responses and interventions.

As well as the programmes outlined on the website there is further support for individuals and teams within the organisation. This includes an institutional commitment to mentoring, induction, PDR and bespoke work in business areas.

Many of the internal development programmes offered to staff are free of charge. Financial support for attendance at external development opportunities is delegated to Faculty/Divisional level.
SAFETY POLICY

Lancaster University ensures, so far as is reasonably practicable, the health, safety and welfare at work of all employees; that students, visitors and contractors, are not exposed to avoidable or unacceptable risks to their health and safety; that articles and substances are used, handled, stored and transported safely; that appropriate health and safety information, instruction, training and supervision is provided; and, that safe plant and systems of work are provided.

Further, it is the policy of Lancaster University, to provide and maintain appropriate procedures for action to be taken in case of fire and other emergencies, including injuries and dangerous occurrences, and for their effective reporting and recording; to provide and maintain procedures for consultation with all employees on any measures at the workplace which may substantially affect the health and safety of employees; and to develop and maintain a high degree of safety consciousness and positive attitudes to health and safety throughout the University.

Implementation

New members of staff will be invited to attend an induction session which will include the University’s Emergency Procedures. It is important that new staff are aware of these procedures to ensure that they do not put themselves or others at risk. Personal Emergency Evacuation Plans [PEEP] can be created for staff who would have difficulty in evacuating a building within three minutes using the stairs. Contact the Safety Office for further advice.

Heads of Department are responsible for ensuring that the preventive and protective measures required by the University Safety Policy and Manual of Safety are implemented locally. They may delegate tasks to nominated personnel to achieve this on a daily operational basis.

The Safety Office provides advice and guidance for all staff and students. Advice is given in particular to the Management of the University to enable the University’s compliance with its legal obligations.

All members of staff are required to comply with the University’s statement of Safety policy:

www.lancaster.ac.uk/depts/safety/newpolicy/Intropolicy.html

All members of staff have to accept degrees of responsibility for carrying out the policy and are encouraged to familiarise themselves with this:

www.lancaster.ac.uk/depts/safety/orgforhs.html

All new members of staff must complete a Departmental Induction Safety Checklist. This can be undertaken with the Head of Department, Line Manager or Area Safety Officer.

www.lancaster.ac.uk/hr/recruitment/inductiontest.html

All staff of the University are required not to smoke within any building owned or managed by the University:

www.lancaster.ac.uk/depts/safety/smoking.html
EMPLOYEE ASSISTANCE PROGRAMME [EAP]

Tel: 0800 1116 387

Right management Workplace Wellness provides a FREE, CONFIDENTIAL helpline which provides unlimited access to information, advice and support, and onward referral to telephone or face-to-face counselling where appropriate.

Whenever you have a concern or issue, however large or small, the Right Management helpline is on hand to help - in private and at no cost to you. They are specifically trained to help you with:

- Work or career related problems,
- Personal or emotional problems,
- Legal information,
- Relationship or family problems,
- Alcohol or drug problems.

DATA PROTECTION

The University’s Data Protection Officer is Claire Stevenson, Head of Compliance Team.

Reasons for Personal Data Being Held by the University

The University processes data relating to its staff for a variety of purposes. These include:

- Maintenance of staff records (including personal details, appraisals, promotions, disciplinary and grievances, payroll administration and equal opportunities data),
- Provision of Library and IT services,
- Management information used by the University and other bodies to monitor staff numbers.

Disclosure of Personal Information

The University complies with all aspects of the Data Protection Act. Where necessary or required we may share personal information with internal and external recipients, including:

- Employees and agents of the University (on a need to know basis only),
- Sponsors of specific appointments (including funding councils),
- Relevant government departments to whom we have a statutory obligation to release information (including, the Higher Education Statistics Agency (see Note 1) and Her Majesty’s Revenues and Customs),
- Statutory bodies i.e. the Higher Education Funding Council for England Research Excellence Framework, to monitor staff numbers,
- Relevant organisations linked to employee benefits (including occupational pension schemes),
- Relevant trades unions (though only where a statutory obligation exists). The University will normally disclose basic information, restricted to name and department, to relevant campus trades unions for recruitment purposes only.

Data Accuracy

The University provides members of staff with a summary of their basic information through ‘employee self-service’. Please note that we are reliant on you for much of the data we hold: please help us keep your records up-to-date by notifying us of any alterations.

Note 1

Some information about you held by Lancaster University is sent in a coded and anonymous form to The Higher Education Statistics Agency (HESA) annually. Your record is added to a database which is passed to government departments and agencies and devolved administrations which require it to enable them to carry out their statutory functions. It is also used for statistical purposes by HESA and the above bodies resulting in publication and release to other approved non-statutory users. These may include academic researchers and unions.

Your name and contact details will not be made available to HESA and precautions are taken to minimise the risk that you will be able to be identified from the data.
FURTHER INFORMATION
Accommodation
There are a number of services available for new staff moving to Lancaster who require accommodation.

- **Campus Guest Rooms:** A bed and breakfast service is provided by the Conference Centre and is designed for short-term occupancy. The majority of rooms offer en-suite facilities on a single or twin basis, family rooms are not offered. There is also the option for room only where the use of a shared kitchen is available.
  
  \[ 01524\ 592444  \]
  
  \[ \text{conferenceoffice@lancaster.ac.uk} \]
  
  \[ \text{www.lancaster-conferences.co.uk} \]

- **Longer term accommodation on campus:** The University has a number on one, two and three bedroom self-contained flats on campus. These are let, primarily, to postgraduate students with families, but we can also sometimes accommodate staff on short or longer term residence contracts (minimum one term).

  \[ 01524\ 593365/ \ 594359 \]
  
  \[ \text{flats@lancaster.ac.uk} \]
  
  \[ \text{www.lancaster.ac.uk/sbs/} \]
  
  \[ \text{accommodation/flats.html} \]

- **Lancaster University Homes:** If you’re looking for private rented accommodation, the University offers a service aimed at matching landlords and agents. Our service is also available to staff. You can search for University approved properties via our website or contact us by email.

  \[ \text{accommodation@lancaster.ac.uk} \]
  
  \[ \text{www.lancasteruniversityhomes.co.uk} \]

- **Local Estate Agents:** Inserting the University’s post code (LA1 4YW) into a property search engine will provide you details of properties to rent or buy. The local area newspaper, Lancaster Guardian, also has weekly property listings.

  \[ \text{www.lancasterguardian.co.uk} \]

Local Area Information

- **Lancaster City Council:** The City Council website is a very good source of information for a wide variety of queries. The main City Council offices are at the Town Hall in Dalton Square. Offices are open from Monday to Friday from 9.00am to 5.00pm. To find out further information, please visit the following web site, 01524 582 000

  \[ \text{customerservices@lancaster.gov.uk} \]
  
  \[ \text{www.lancaster.gov.uk} \]

- **Department of Work and Pensions:** DWP delivers its customer services through three operational organisations. These are: The Pension Service, Disabilities and Careers Service, and Jobcentre Plus. For more detailed information and contact details please visit

  \[ \text{www.dwp.gov.uk} \]

- **HM Revenue & Customs:**

  \[ 0845 \ 302 \ 1487 \]

  University Tax Reference No: 065/L11408

  \[ \text{www.hmrc.gov.uk} \]

- **Visit Lancashire:** The City of Lancaster has a lot to offer. You can take a tour of Lancaster Castle, walk along the River Lune, take a visit to Williamson Park to see the Ashton Memorial and Butterfly House, amongst many other local attractions. Visit Lancashire is a useful website which has information about things to do in Lancaster and the surrounding area:

  \[ \text{www.visitlancashire.com} \]

- **Relocating to Lancaster:** The HR website provides a series of local area guides which can be found at

  \[ \text{www.lancaster.ac.uk/hr/recruitment/files/relocate.html} \]

Information for Families

- **Education:** If you are bringing your family to Lancaster, you may need to look for places in schools for your children. To find out more information about local schools, OFSTED reports, holiday dates and admissions, please use the A-Z to find ‘Schools’ on the Lancaster City Council website or call them on the number below.

  \[ 01524 \ 582000 \]

  \[ \text{www.lancaster.gov.uk} \]

- **Jobs:** Lancaster University is one of the largest employers in the area. Our vacancies can be found at

  \[ \text{www.lancaster.ac.uk/jobs} \]

  where it is also possible to sign-up for email job alerts. Temporary and casual opportunities can also be found through the Employment & Recruitment Service (ERS) at

  \[ \text{www.lancaster.ac.uk/employment-and-recruitment-services/staff/} \]

- **Lancaster Jobcentre:** is situated in Mitre House on Church Street and provides a range of vacancies in the area at a variety of different levels.

  \[ \text{Tel: 0845 604 3719} \]

  \[ \text{https://www.gov.uk/jobseekers} \]

  The local area newspaper, Lancaster Guardian, also has weekly job listings.

  \[ \text{www.lancasterguardian.co.uk} \]
SOCIAL ACTIVITIES

All Staff – Colleges
You will have been allocated to a college on campus, the intention of which is to provide an opportunity for staff and students to work and socialise alongside each other. Each college has a number of dedicated staff and social calendar. For details of what your college has to offer senior members: www.lancaster.ac.uk/sbs/ accommodation/collegestaff.html

All Staff – Live at LICA
Live at LICA (Lancaster Institute for the Contemporary Arts) is formed of The Nuffield Theatre, Lancaster International Concert Series and the Peter Scott Gallery at Lancaster University. They are a major provider of professional arts activity, public performances and exhibitions for the campus, the city and the region. For what’s on please visit: www.liveatlica.org

Specifically for Research Related Staff – The Graduate College
The administrator is Jane Hulland who can be contacted on ext. 92600. The Graduate College Bar provides a pleasant social environment for meeting friends and is open in the evenings seven days a week during term time and vacations.

TRAVEL TO THE UNIVERSITY

Cycling
The University – City Centre Cycle route is part of a network of cycle ways being developed by the City and County. The route includes sections of purpose built shared cycle way/footpath and is otherwise signed along quiet lanes and residential streets.
Cycle parking is provided throughout campus including at the end of some avenues and within courtyard spaces. Shower facilities are also available in most of the buildings on-campus.
The ‘Flexible Benefits’ scheme offers the opportunity in August and February each year to purchase cycles and accessories through salary sacrifice with tax and NI savings.
A map showing campus cycle routes, parking and shower facilities as well as other local cycle routes is available at: www.lancaster.ac.uk/facilities/travel/cycling.html/#maps

Buses
A number of bus service improvements have been agreed with Stagecoach by the University. They include an express service from Morecambe and Heysham to the University (2X) via Heysham bypass, and the diversion of the 42 Lancaster to Blackpool and 41 Lancaster to Preston services onto campus.
An early morning service from Torrisholme and Lancaster, arrives on campus at 6.51am. Stagecoach services 3A and X4 provide direct bus links between campus and Lancaster Railway station.
Subsidised or free annual passes are available as part of the annual enrolment of ‘Flexible Benefits’ (August). New staff can qualify for the free or subsidised bus pass if the pass is applied for by 31 December in the starting academic year. Other passes are available from the Students’ Union throughout the year.

Car Sharing
Staff who are car sharing every day can apply for a special Staff Car Share Permit. Staff will need to register two or more vehicles onto a single permit and split the cost of the permit between the users, thus offering a significant financial incentive. Between two and five users can be registered on each car share permit. Registration is through “Flexible Benefits”.

Car Parking
Permits for parking are available through ‘Flexible Benefits’ and run from 1 October (or commencement date of employment) until 30 September. The permit shows the permit number only and is designed to encourage car sharing and to avoid the inconvenience of having your permit changed when you change your vehicle. Permits are available via salary sacrifice.
Location Map

*For details of campus areas under development please visit: www.lancaster.ac.uk/facilities/projects*
Staff parking zone

Student parking zone

Visitor parking zone
- Visitors to the University,
- Students/Staff with no permit,
- University fleet of vehicles, holders of a staff car sharing permit.
- Car share permits not valid on Visitor car park L.

Pre-school centre drop off zone

The school centre drop off zone

Drop-off zone

Pay & display machine

Barrier

Taxi rank

Cashiers for parking scratchcard sales

PARKING ZONE MAP

Last updated March 2015