Introduction to the Lancaster Environment Centre (LEC)
# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page Nos:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to life in Lancaster Environment Centre (LEC)</td>
<td>3</td>
</tr>
<tr>
<td>Working in LEC</td>
<td>4</td>
</tr>
<tr>
<td>Staff in the Department</td>
<td>15</td>
</tr>
<tr>
<td>LEC Finance</td>
<td>16</td>
</tr>
<tr>
<td>General University Information</td>
<td>17</td>
</tr>
<tr>
<td>LEC Mission</td>
<td>17</td>
</tr>
<tr>
<td>LEC Structure and Governance</td>
<td>20</td>
</tr>
<tr>
<td>Contract Researcher Concordat</td>
<td>26</td>
</tr>
<tr>
<td>LEC structure diagram</td>
<td>27</td>
</tr>
<tr>
<td>LEC Administration Structure</td>
<td>28</td>
</tr>
<tr>
<td>LEC Technical Structure</td>
<td>29</td>
</tr>
<tr>
<td>LEC Building</td>
<td>30</td>
</tr>
<tr>
<td>Management of the University</td>
<td>31</td>
</tr>
</tbody>
</table>
Introduction to life in the Lancaster Environment Centre (LEC)

Welcome to the Department. I hope you will have a profitable time in the Department and enjoy its vibrant research and sociable atmosphere. LEC is a large Department and lots of exciting activities take place around research and teaching - I would encourage you to take active part in our community. I hope you find your working life or visiting period at Lancaster enjoyable and rewarding.

Kevin C Jones
Director of LEC

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

Staff members will be invited to attend a “Welcome to Lancaster” staff induction session organised centrally at the University during which additional information will be provided. This session will also provide an opportunity to meet other staff who have recently commenced employment.

An orientation checklist is provided to ensure that your first day of employment is as smooth as possible.

The HR website - www.lancs.ac.uk/hr - also contains a range of useful information, especially via “Quick Links” - Induction & Information for New Staff and Employee Self-Service, a portal where you can manage your data.

Bitten Brigham
Departmental Administrator

1 October 2012
**Working in LEC**

**What do I do when I first arrive?**

1. The most important person to see on your first day is your line manager/supervisor or if you are a visitor, your host so that they can go through your induction package with you.

2. The University has a checklist (see below) as part of the induction process for all new arrivals. You should start to be taken through this by your line manager/supervisor/head of section on your first day. Please ask Bitten Brigham (Departmental Administrator) about this if this does not happen for you.

3. Find out who members of the Department are by having a look on the Department’s web site: http://www.lec.lancs.ac.uk

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<tr>
<th>Action</th>
<th>When?</th>
<th>Person Responsible?</th>
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| **Keeping in touch:**  
Regular contact should be made to ensure …………………… has the required information for:  
• Relocation to the area (if relevant) | Between issue of contract and first day | |
| **Ensure …………………. has Workspace/equipment allocation in place on first day eg.:**  
• Office space  
• Computer (if relevant)  
• Telephone plus working extension | Before first day | |
| **Ensure ………………… visits Human Resources, A Floor HR Building bringing:**  
• Passport  
• Copy of highest educational / professional qualification | First day | |
| **Ensure …………………visits Payroll (HR Building), bringing the following (if they have not returned them already):**  
• Bank & Superannuation Details form (enclosed with contract)  
• P45 (if available) | First day | |
| **Ensure ………………… visits the ISS Service Desk in the Learning Zone to obtain computer access. Proof of ID is required.** | First day | |
| **Departmental Orientation/introduction to colleagues eg:**  
• Tour of department/campus  
• Lunch with colleagues  
• Mentor/Buddy  
• Introduction to departmental colleagues  
• Introduction to key liaison staff outside department | First day onwards | |
| **Job role eg:**  
• Explanation of job description  
• Expected standard of performance  
• Indentification of initial training/development needs  
• Role of mentor/buddy as support mechanism  
• Formal Review/feedback for both sides | First day onwards | |
| **Complete ‘Health & Safety checklist’:**  
The Health & Safety checklist forms part of the overall induction process and once completed should be retained within the department. This activity will be monitored by the Safety Office as part of the Departmental Safety Audit. | By one month from start date | |
<table>
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<th>Task</th>
<th>Details</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draw up Probationary Agreement for member of staff (Lecturers) or an Initial Performance and Development Review for researchers on fixed term contracts and support staff</td>
<td></td>
<td>By one month after start date</td>
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</tbody>
</table>
| Departmental policies and procedures eg: | • Security and confidentiality of information  
• Absence, sickness & holiday leave procedures  
• Performance and Development Review (PDR)  
• Expense claims  
• Photocopying and printing | | Begin first week |
| Departmental structure eg: | • Role of department in faculty/service  
• Staff structure (who reports to whom)  
• Department’s strategic plan and operating objectives  
• Departmental standards | | Begin first week |
| Ensure ........................... undertakes or attends the following mandatory training: | • Welcome to Lancaster  
• Diversity in the workplace online module which is accessed: http://www.lancs.ac.uk/hr/equality-diversity/general.html  
• Data Protection and Freedom of Information  
• Information Security  
• PDR 'deep dive' | | Within three months |
| Ensure ......................... is aware of Career Development Support for Research Staff | • Free professional development & career management training see: http://www.lancs.ac.uk/hr/development/research-staff.html  
• Contact OED for advice oed@lancaster.ac.uk | | First Week (Researchers only) |
Mentors

All new academic staff will have a mentor to help them settle in to the Department and to offer independent pastoral support. Other staff members will be supported by their line manager.

Who do I contact in case of an emergency?

999 (on and off campus) and 444 for University security. Please note that you do not need to dial 8 for an outside line for the emergency numbers.

Who does LEC contact in case of an emergency with you?

Please make sure that you fill in the document Information requested from new people joining the Department which you will receive from the LEC HR Office. It is particularly important that you fill in your local address and telephone number, and also give the name and contact details of a person whom to contact in an emergency.

How do I ensure security of my personal and university property?

Always keep your room locked and window closed when it is unoccupied, as there is a risk of theft.

Who do I contact about safety issues in the department?

Please contact Andy Quin regarding any safety issues. Andy will invite you to a brief health and safety induction section. Please report any accidents to Andy.

What do I do if I hear a fire alarm?

Please leave the building by the nearest exit and wait for further instructions.

Who do I contact in case of first aid requirement?

There are trained first aiders in the Department who can be contacted in an emergency. Their contact details are on posters around the department.

How do I gain access to LEC?

The buildings in which the Department is located closes at 6pm and people without a keycard to the building are not allowed to enter or stay beyond this time. The building is open at weekends but is closed for a short time during Christmas and Easter festivities (i.e. not for the whole student vacations). You can obtain a key in order to stay longer at night and to get permission to enter the building during the closure periods from Andy Quin (Superintendent).

Where can I smoke?
There is a non-smoking policy in LEC. Please refer to outside smoking areas around the building; please have consideration for staff members who have offices close to these areas.

**When do staff work?**

People tend to start work usually between 8am and 9.30am and tend to finish around 5-6pm (but there are no fixed times). Most weekdays there are some people in the Department until 7pm. Some members of staff have got fixed working hours in order to carry out specific time related tasks or be available to see students and staff.

**How do I use telephones?**

For internal calls just dial the extension number (5 digits). For external business calls dial the digit 8 before the number. Telephones are provided for work use only, although we do not object to their occasional use for local personal calls. Usage of each telephone for long-distance calls is monitored on a monthly basis. Calls are limited to the UK apart from phones in the offices of academic staff.

**How do I receive and send post?**

Incoming post is put in the post trays located in the Post Room (B25, LEC 1) Pre-stamped envelopes are required for outgoing business letters. All outgoing letters should be put into the bottom post trays also located in B25 Air mail should be in 1st class postage envelopes only. Where possible, mail within the UK should be sent by 2nd class. The out-going post is taken once a day at 2.30pm.

**Where will parcels be delivered?**

Parcels will be received in Stores (located at the cellar in LEC 1, also access from the end of Library Avenue). Stores will also deal with parcels left for collection by distributors. When parcels arrive in Stores, the stores officer will notify the addressee by phone and, if unsuccessful, by e-mail. When parcels arrive without an obvious recipient/addressee, an e-mail will be sent to the general staff e-mail list.

**Where do I get departmental stationery?**

In the LEC HR Office (B52, LEC 2), there is a cupboard with a range of stationery including letter headed paper, complements slips, envelopes, etc. Also you can collect a key for some stationery which is kept in the Post Room (B25, LEC 2). Please inform the Office if you take the last item of something, and also ask if there is an item you need that we do not have.

**How do I receive and send a fax?**

If you need to send a fax there are instructions next to the fax machine in the LEC Finance Office (B59a, LEC 2). Please dial 8 for an outside line before your fax number. The Fax number for LEC is: 01524 510217.
How do I get things photocopied?
Photocopiers are available in LEC 1,2 and 3 and operate with a PIN access code system. You should obtain your access code from the LEC HR Office (B52, LEC 2). Any member of staff in the department will be happy to advise where the photocopiers are and how to use them. Please bear in mind that administrative staff cannot provide a photocopying service.

How do I find out about ‘Flexible Benefits’?
“Flexible Benefits” allows you to select and tailor your own reward package from a range of benefits and obtain discounts and tax and/or national insurance savings. A Flexible Benefits brochure and a system guide which provide an introduction to the scheme are available on the HR website www.lancs.ac.uk/hr/total-reward/benefits.html

Who do I contact about estates issues in the department?
If a light is not working or there is any other fault in your office, please report to Andy Quin (the Superintendent) or Ken Parry (the Porter).

How do I obtain a Library membership card?
All staff of the University are entitled to use the Library. To register please go to the Library Enquiry Desk between 10 am and 8 pm and you will be given a borrower’s card. Please see the Library’s opening times from their website http://libweb.lancs.ac.uk/

How do I inform the Department that I am off sick?
If you are off sick you must report this to your line manager and also to Amanda Faulconbridge/Ann Brookes in the LEC HR Office (01524 510082) who have to fill in a monthly return to Human Resources. Please also inform them when you return to work. You are allowed three working days off without filling in a form, then between four-seven days you fill in a self-certificate form http://www.lancs.ac.uk/hr/total-reward/files/selfcert.doc. A doctor’s certificate is needed after seven days and this needs to be sent to the LEC HR Office in the first instance.

How do I book annual leave?
Leave entitlement and approval processes are outlined on the University's HR website. It is the responsibility of each individual to keep a record of accrued and taken annual leave. Please discuss your annual leave with your line manager. Please inform the LEC HR Office (01524 510082, lec.office@lancaster.ac.uk) when you are taking annual leave.

How do I obtain car parking permits?
Car parking permits can be obtained for staff members through the Flexible Benefit system. For more information about where visitors can park please see the link http://www.lancs.ac.uk/estates/travel/car_parking_policy.html

How do I get a username, password and email address?
All IT related issues are dealt with by the University central Information Systems Services (ISS)  
www.lancs.ac.uk/iss/

All staff are entitled to an IT account (username and @lancaster.ac.uk email address) to access University IT services; you will be able to logon to computers in your office, on any of the open access computers in the Library, in the ISS PC labs around campus and wirelessly around campus on your own equipment.

To obtain your IT account, you must first have provided HR with all documents specified in your contract of employment. You should then go to the ISS Service Desk in the Learning Zone with official photo-proof of identity. There you will be given a username, email address, initial password, and a handbook describing the many ISS IT services.

If you have had an IT account at Lancaster University before (maybe as an undergraduate or a postgraduate), please tell the ISS Service Desk immediately; if you have an existing username and email address, the ISS Service Desk can transfer these to your new record.

How do I access the Hub and what information can I find on the Hub?
All staff members have access to the LEC internal information portal referred to as the ‘Hub’. Access is via the LEC website under ‘Internal’. On the ‘Hub’ you will find considerable information including forms (finance and HR related) and minutes from meetings. There is a link available to it on the desktop of office PC’s managed by LEC.

How do I get personal electrical equipment checked?
If you bring in personal electrical equipment such as your own laptop to the Department you must have it checked by one of the computer technicians located in LEC. Please contact the ISS Service Desk to request this.

I have a problem with my computer, what do I do?
Please report all queries and problems to the central University ISS Service Desk (phone number: 10987, or email iss-service-desk@lancaster.ac.uk). In some cases the ISS staff can deal with your query and other issues are passed on to the LEC IT Team.

Useful URLs:
http://www.lancs.ac.uk/iss/support/form/mail.htm
http://www.lancs.ac.uk/iss/support/form/

How do I book web conferencing facility?
Request this through the ISS Service Desk

How do I book a conferencing telephone?
Please contact Chris Jarvis on telephone 10213 or by email c.jarvis@lancaster.ac.uk
How do I get something put onto the LEC website?
Please contact Chris Jarvis in B59 (c.jarvis@lancaster.ac.uk) who is responsible for updating the LEC website.

How do I get help on using LEC branding?
There is support available on the LEC website.

How do I book a room?
Please contact lecroombookings@lancaster.ac.uk (dealt with by the LEC HR Office) if you wish to book any locally bookable rooms (the lower ground floor meeting room and the meeting rooms 1-5 in LEC 3, the board room and training rooms in LEC 3 and the atrium and courtyard spaces). 3 of the meeting rooms in LEC 3 hold between 10-12 people, the boardroom (located in the Gordon Manley Building - LEC 3) holds 16 people. Training Rooms 1 and 2 are also located in Gordon Manley Building and hold 40 people each. These can be booked together for larger meetings. Please be aware that although the rooms in Gordon Manley Building are available for LEC use, should any external visitors require the space then their request would take preference. In LEC 1 you can book LEC 505 which seats around 25.

How do I book a vehicle for fieldwork/fieldtrip use?
You can book the Departmental car from Ken Parry, the LEC porter who is based at the LEC Reception (LEC 2) by going and seeing him, phone on 94197 or via email k.parry@lancaster.ac.uk. In order to book a car you need to have a driver declaration form.

How do I obtain a driver declaration form?
Please remember that if you hire a car or use one of the departmental cars for university business you need to complete an annual driver declaration form http://centralinfo.lancs.ac.uk:46168/Sec1/Department%20forms/Driver%20Declaration%202012-2013.docx and hand it in at the LEC HR Office (B50 & B52) with a copy of your driving license (the paper part and the photo ID). You should make yourself familiar with the drivers risk assessment form and take a copy of the driver insurance information sheet with you on your journey. All of these forms are available on the Hub under ‘general office’ then ‘forms’ and ‘vehicle’. For information, if you choose to drive your own vehicle on university business you are not covered by university insurance and your own insurance must specify for ‘business use’.

I have queries about finance matters, what do I do?
The simplest way is to email queries to lec-purchasing@lancaster.ac.uk which will be dealt with by the LEC Finance Office (B59a, LEC2).
Please find the University’s financial regulations from the finance website
Please find the University regulations on legitimate business expenses from http://www.lancs.ac.uk/depts/finance/expensesmanual.doc
How do I get an internal requisition for other University services?

These can be raised on manual ordering pads and the usage of pads is restricted as a control on the spending of money. Ordering pads are available in the LEC Finance Office (B59a, LEC 2). All IR’s are to be signed off by the Departmental Finance Officer or a nominated deputy.

How do I purchase things?

All procurement is dealt with by a University central Procurement team (94354 or procurement@lancaster.ac.uk) using an on-line ‘Portal system’. For guidance notes on how the system works and a link to the procurement form please see http://www.lancs.ac.uk/depts/purchase/home.html

If you require training in using this system please get in contact with the Procurement team.

The Buyers Guide can be found here https://staffportal.lancs.ac.uk/request/

The travel forms are located at http://www.lancs.ac.uk/current-staff/travel/

Asset Forms - you will need to attach a copy of the Asset Form when raising an order request via the ‘Portal’ system (to ensure all paperwork is held in Central Finance) but as for the time being, LEC Finance will still be allocating the Asset Numbers and updating the Asset Register therefore you will also need to send a copy to the LEC Finance Office (lec-purchasing@lancaster.ac.uk).

Asset Forms are required for items/equipment to the value of £500.00 or more plus all computer equipment, regardless of value as this equipment cannot be ‘networked’ without having first been allocated an Asset number.

Delivery Notes - For orders raised by Central Finance from your requests made via the ‘Portal’ - you will need to take the delivery note away with you from Stores when you collect your order as you will be required to input the delivery note number information into the ‘Portal’ which will in turn, prompt the new ordering team to goods receive your order.

How do I raise an invoice?

Please complete a Sales Invoice Request Form (available from the LEC HUB, Finance, Forms) and either email this or send via the internal mail to the LEC Finance Team (lec-purchasing@lancaster.ac.uk). Invoices cannot be raised for 7000 codes as these are done by the Research Support Office (RSO) but invoices can be raised for all other cost centres currently.

How do I make a claim for expenses incurred in carrying out University business?

It is the responsibility of the person who has generated the expenditure to keep all their receipts and to complete a Business Expense Claim Form on their return from travel or if they have purchased consumables using their own funds. A Business Expense Claim Form needs to be completed with the details and a cost code provided - all receipts must be
sellotaped onto A4 pieces of paper before being submitted to the LEC Finance Team (B59a, LEC 2) via internal mail.

Claims will be processed via the LEC Finance Team who will check the accuracy of the form and that all the receipts are there and will then get the form signed off by an authorised signatory. Business expense claim forms must be processed within 3 months of the expense; after that time the Finance Office has a right to refuse payment or they will process it through salaries and tax the people concerned - so if you wish to avoid paying tax on your claim submit your claims within the three month deadline. Similarly lost receipts will mean that the claim is processed as a salary payment and thereby taxed.

How do I submit my credit card statements?

It is the responsibility of the person concerned to keep all their receipts and to match them to the Barclaycard statement when it appears around the 20th of each month. Barclaycard statements must be processed within 7 working days from receipt of the statement or within 7 days of your return to the office - this is a University financial regulation. Failure to comply with the regulations cause overspends to appear on the accounts for the Department and gives a misleading picture of the financial position. An in-house piece of software has been created into which you can enter your credit card purchases as you purchase (obviously if you are away travelling you enter your purchases when you return) to generate the transaction log which the finance require to accompany your statement each month.

It is very simple to use and the benefits are that your data is already prepared when you receive your credit card statement from Barclaycard. Credit Card transaction logs and receipts along with the statement must be prepared and handed to the Finance Office for checking and approval each month - it is not acceptable to only submit credit card data months after the purchases have gone through the system as a debt is carried by LEC if this happens. It is also a requirement of the LEC Finance Office that commitments are accurate and up to date. All departmental credit card users MUST follow this procedure. A training course and a handout will be available shortly to use the software to generate credit card transaction logs.

How can I monitor expenditure on grant and project codes I am responsible for?

Statements will be made available by the LEC Finance Office.

How do I make travel arrangement?

This should be done directly by individual members of staff. Anyone requiring local assistance with travel arrangements can contact Uni Travel directly or CharityLine for rail tickets. Uni Travel is able to offer advice and bookings for almost all travel needs and will accept University purchase orders. For car hire, the University has a specific arrangement with Enterprise and on-line bookings are possible with a purchase order number.

How do I make a claim to be paid for demonstrating/tutoring?

Anyone demonstrating/tutoring on behalf of the Department is required to have a contract set up consisting of a variable hours contract, an engagement form specifying the specific work being requested, a HESA form and must show their passport in person to the LEC HR Office. The LEC HR Office (B52, LEC 2) records the information and passes it to the LEC
Finance Office (B59a, LEC 2). When the work is complete a timesheet is signed off by the academic staff member who has requested the help and handed to the LEC Finance Office for payment to be approved.

Who approves pFACT approvals in the department?
All external grants are costed and approved using the University system pFACT. Please contact the Research Support Office (RSO) [www.lancs.ac.uk/research/research-support-office/] with any queries about the costing of proposals. Proposals are approved in LEC by the Associate Director of Research, Nigel Paul who requires to see a copy of the project proposal, and the ethic checklist forms. Tracy Quilliam, who works in the LEC Research Office, supports a smooth approval process.

How do I find out what happens in LEC?
There are various ways in which to find out what happens in LEC including general emails and invitations to attend seminars, workshops and other meetings. In the beginning of each month a ‘LEC Newsletter’ is circulated with news about research, HR, new staff, etc. Please send research items to Tracy Quilliam and other news items to Bitten Brigham. All staff members are invited to attend staff meetings generally once a term. Please also enjoy a coffee break in the coffee room in LEC 1, the LEC Reception area and the common areas in LEC 3. These days, considerable communication is done by email, but please remember that you can also visit someone in their office.

Where do I tell visitors to report to?
Visitors to Departmental staff and students should report to the Lancaster Environment Centre Reception on Library Avenue which is shared by Centre for Ecology and Hydrology (CEH) reception. You should notify CEH reception (01524 595800) in advance of any visitors and provide a contact telephone number. On arrival the reception will call you to collect your visitor.

Can I arrange a car parking space for a visitor?
No unfortunately not. The Department follows University procedures for visitor parking, which does not include reserving of spaces.

Please use the Direction to LEC page to advise visitors.

How to book accommodation for visitors (bed and breakfast)?
Should a visitor require accommodation (at their expense) please ask them to contact [https://www.conferences.lancs.ac.uk/bedandbreakfast/] to arrange.

If a room is required for a visitor (at the expense of the department), please contact Benjamin Milby on ext 92899, or b.milby@lancaster.ac.uk. Benjamin will arrange the Internal Requisition and forward to the LEC Finance Team for payment - you will need to advise Benjamin which code it will need to be charged to.

The prices for the rooms are available on [https://www.conferences.lancs.ac.uk/bedandbreakfast/]
How do I arrange for visiting and honorary staff to come to LEC?

All new requests for Honorary/Visiting appointments should be made using the online University system called ‘Stonefish’ https://hr-jobs.lancs.ac.uk/VR. Please contact the LEC HR Office (B50/B52, LEC 2) for guidance.

The LEC HR Office can also with support from central HR provide guidance in relation to visas for overseas visitors.

When visitor posts have been approved, the central HR will send an invitation letter to the visitor which needs to be taken to the Learning Zone in order to get IT access (see section of access to IT earlier).

Space is at a premium in the Department. If you have a visitor coming for any length of time please inform Andy Quinn of the dates they will be here and what status they are. We have limited space for academic visitors and postgraduate visitors.
Staff in the Department

Staff Development and Training

The Centre for the Enhancement of Learning and Teaching (CELT) arranges a programme of seminars, discussions and courses designed to help both academic and administrative staff in the performance of their duties and to extend their skills and knowledge. Individual members of staff are encouraged to attend these events as appropriate. See http://www.lancs.ac.uk/celt/celtweb/staff

Academic staff are encouraged to create their Personal Teaching Profile, following the guidelines set out by the Staff Development Office. These profiles are required for promotion and confirmation of probation.

The Department and the Faculty can in some cases provide funding for staff to attend courses relating to their professional development.

Performance and Development Review

Performance and Development Review (PDR) - for more details, see http://www.lancs.ac.uk/hr/pdr/). All staff submit an annual PDR form and meet to discuss this with their line manager/senior member in the Department. The objective of the PDR process is to identify ways in which staff can develop their careers, work more effectively and outline future plans, and it can inform work allocations.

New appointments

New members of staff may be appointed on probation, especially if they have not held a similar appointment previously. The procedures can be found at: http://www.lancs.ac.uk/hr/recruitment/probation.html.

A Probationary Agreement is produced with the Head of Department, specifying the criteria for satisfactory completion of probation.

Initial Performance and Development Review (PDR)

During the first few months researchers on fixed term contracts and support staff will complete an initial Performance and Development Review (PDR) together with their line manager outlining their objectives and developmental needs. The form can be found here http://www.lancs.ac.uk/hr/pdr/files/InitialPDRForm.docx

Promotion and Increments

Promotion and increment opportunities for academic and non-academic staff are circulated in the Department and support is provided to produce such cases. University-wide criteria for promotion can be found at: http://www.lancs.ac.uk/hr/total-reward/promotions.html.
Sabbatical

Academic staff accrue sabbatical leave entitlement and the Department encourage staff to submit sabbatical cases. University-wide information about sabbatical leave can be found at: www.lancs.ac.uk/hr/total-reward/files/sabschemtop.html

Work load model

LEC has got a work load model (WLM) which allocates hours to activities including teaching, research and administration and is used for re-allocation of teaching and administration duties within the Department.

LEC Finance

LEC receives its budget for discretionary spending from Faculty. The budget comprises a payroll and non-payroll budget. The non-payroll budget is comprised of ‘fees’ (covering payment for demonstrators, tour guides, bought in teaching, etc.) and ‘non-payroll’ (covering the running of the department, financial support for staff, and support to PG and UG students). The non-payroll budget is divided into the essential costs of running the department and ‘discretionary’ funds that can be distribute directly to staff. The latter also covers funds available to all staff to bid for (Staff Travel Fund, Equipment Fund). All academic staff have got an individual code, also referred to as the individual lab account/1000 codes.

Funds will be distributed to staff via the 1000 codes in five tranches (as appropriate) per year:

- A base allocation to individual lab accounts of £300 (reduced pro rata)
- Research credits allocated, as previously, based on a percentage (0.5% in 12 - 13) of fEC recovery and salaries in the last financial year
- Funds to support UG projects
- Funds to support PGT projects
- Funds to support non-research council PGR students

Timetables for deadlines for bids to the LEC funds for development, travel and equipment are circulated each year and are also posted on the Hub.
General University Information

University Sports Centre
Please see www.sportscentrelancaster.co.uk and go to the Sport Centre.

Child care services at the University
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 3 months to 5 years. http://www.lancaster-preschoolcentre.co.uk/

Equality and diversity
As part of your induction, please ensure that within the first 3 months you complete the on-line diversity training available at: http://www.lancs.ac.uk/hr/equality-diversity/development.html; For staff without internet access, contact Rob Kemp on (5)10624 for an alternative solution. For more information about equality and diversity see www.lancs.ac.uk/hr/equality-diversity/

Occupational Health Service
Please see the following link for information about the Occupational Health Service which can provide support for employees. Staff can self refer or referral can be made by your manager via an HR Partner. Angela Mackay-Fowler, the occupational health advisor can be contacted on 01524 594624, a.mackay-fowler@lancaster.ac.uk There is also an Occupational Health Physician (Dr Paul Tynan) who is currently onsite once every 2 weeks.

Other health services (Doctors, Dentist etc.)
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 visitor for 6 months or longer is eligible to register as an NHS patient - a few may be requested depending on where the visitor is from. If a visitor is here for less than 6 months the GP will see them as an emergency (temporary registration) - again a fee may be requested.

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, pharmacy number).

A private dental practice is situated next to the pharmacy, (ext. 94595 dental practice number)

Development Opportunities for Staff
All staff are encouraged to participate in any internal staff development courses. Details of available courses will be sent to you directly through the termly Staff Development Newsletter. http://www.lancs.ac.uk/hr/development/oed


Chaplaincy Centre
The Chaplaincy Centre is the round building opposite University House.
www.chaplancs.org.uk

Grievance Procedures
These are described on the University website, at: http://www.lancs.ac.uk/hr/staff-relations/grievance.

Food on campus
There are various food outlets on campus including the Hub Café at the Management School, Infolab, Café 21, Refuel - Café Twenty Ten, The Venue, Barker House Farm.

The campus is also home to both Diggles and Greggs bakeries, Pizzetta Republic, Atkinsons Fish and Chip Shop, The Sultan Indian Restaurant, Wong’s Chinese Restaurant, the Wibbly Wobbly Burger Bar - and even an ice cream parlour!

Please note that opening hours vary outside of term time
LEC Mission

In LEC our mission is to:

- Address the world’s most important environmental and sustainability issues, with a strong commitment to research excellence, inter-disciplinarity and genuine and long-lasting international partnerships;
- Conduct excellent research across the fundamental-applied spectrum, including research with real impact that links directly with end users;
- Provide an inspiring and challenging teaching environment, where students get additional benefits of being in a large and interdisciplinary setting. Students at LEC should be able to understand the relevance of their discipline in the context of broader academic approaches, and the world outside academia;
- We aspire to being bigger than the sum of our parts, and making use of the broad range of disciplines. We regard our breadth as our strength.
LEC Structure and Governance

The Department is led by a Head of Department/LEC Director, who has responsibility for implementing University and Faculty policies and for fulfilling the Department’s contractual obligations as well as having overall responsibility for the strategic development and management of the Department.

The LEC Management Group consists of:

LEC Director (also referred to as the Head of Department (HoD)) - Kevin Jones
Associate Director of Research - Nigel Paul
Associate Director of Postgraduate Studies (Teaching/Masters) - Ian Hartley
Associate Director of Postgraduate Studies (PhD) - Hao Zhang
Associate Director of Undergraduate Studies - Phil Barker
Associate Director of Resources - Martin McAinsh
Associate Director of International - Jane Taylor
Associate Director of Enterprise and Business Partnerships (EBP)/Head of EBP - Ruth Alcock
Departmental Administrator - Bitten Brigham

The LEC Management Group (MG) is responsible for the strategic development and the day to day management of the department. Meetings are held fortnightly.

Other members of staff may be drafted to the committee on an ad hoc basis where they have the expertise/experience relevant to help the MG’s work in relation to specific challenges or opportunities.

GOVERNANCE AND REPORTING LINES

The formal reporting lines for staff are:

Academic staff - The Director of LEC
Technical staff - The Superintendent Andy Quin
Administrative staff - The Senior Administrator in each team and
The Departmental Administrator
EBP Staff - The Head of EBP/AD of EBP
Research and project staff - Principle Investigator (PI)/project leader, then
Director of LEC

Practical Considerations

Given the size of LEC it cannot be managed in the same way as some traditional departments where the HoD (LEC Director) is answerable to all staff at all times about all issues. Instead a more devolved structure is adopted using the Associate Directors (A/Ds) to filter appropriate issues within their areas of responsibility, and a LEC Management Group.

Academic staff will be expected to resolve teaching, research and workload issues with the most appropriate Associate Director (A/Ds). A/Ds will act as a team and will resolve issues within the Management Group. For all staff, the LEC Director will be responsible for promotion cases, sabbatical requests, appointments, formal grievances, appeals and redundancies. Performance and development reviews (PDRs) are coordinated by the Associate Director of Resources with outcomes reported to the Director of LEC.
Research

The Associate Director of Research has overall responsibility for providing support on research and ensuring the department and individuals optimise research income, research outputs and impacts from research. The A/D of Research is also responsible for preparing the department’s submission to national assessments of universities, the current being the Research and Excellence Framework (REF). The A/D of Research will chair the LEC Research Committee and is also responsible for approving research applications.

Students and Teaching

All matters relating to students from admission to exams will be handled by either the Associate Director of Undergraduate or Postgraduate Studies. These will work with teams of directors of study and administrative staff and will chair appropriate committees. The Director of LEC will only become involved in exceptional cases, for example those involving legal challenges.

Resources (Finance, People and Estates & Safety)

The Director of LEC has overall responsibility for the budget. Day to day management will be delegated to the Associate Director of Resources. The A/D Resources is the primary signatory on purchases up to £50k (although the senior member of the clerical staff leading the finance team will be able to approve purchase up to £5k.) The A/D Resources is responsible for: modeling of LEC finances (e.g. for new appointment proposals); non-payroll budget assignment and management; monitoring reserves, payroll and other elements of the annual budget. Annual budget planning and preparation for the budget out-turn review will be done by the Director of LEC, assisted by the A/D Resources.

The A/D of Resources is responsible for the management of the Department’s promotions, sabbaticals, work load models (WLM) and performance and development reviews (PDRs).

The Director of LEC has formal responsibility for Health and Safety and all matters to do with Estates, space and facilities. Together with the A/D of Resources and the LEC superintendent the Director will work with technical staff responsible for the day to day operation of facilities and those colleagues with specialist safety functions, for example in the areas of GM, radioactivity and fieldwork.

EBP

The Director/AD for Enterprise and Business Partnerships leads on all matters relating to external partnerships for both research and teaching across the Department. Working in partnership with external clients includes collaborative research and consultancy, supporting extra resources and skills from our students via industrial placements, managing award winning co-location facilities and bespoke professional training and product development. Our partners range from Small and Medium Enterprises, Voluntary Organisations, Charities and Social Enterprises, public sector institutes such as Centre of Hydrology and Ecology, UK Government departments to global companies such as Unilever.
Management Information Systems

LEC has an internal information portal (the Hub) for all staff where documents and minutes of meetings of interest to all staff members are posted. In addition the different support teams have shared email folders and some groups (for example, teaching staff, Research Group) have specific email lists for distributing information specific to them.

The LEC teaching staff has got an email list for circulation of teaching specific items.

The LEC Researcher Group has also got an email list.

ORGANISATION AND COMMITTEE STRUCTURE

LEC Staff Meeting

Chair; LEC Director, comprising all staff including staff members on fixed term contracts - meets at least once per term and currently takes the form of smaller meetings comprising 20-25 staff members. The meetings will include reports and items for discussion and consultations and will allow questions for the Management Group. Additionally, more discursive communication with smaller groups of staff will be made through meetings with the Director and other members from the Management Group.

LEC Research Committee

Membership

The committee consists of:
Associate Director of Research (Chair).
Associate Director of PG research
Associate Director of Enterprise and Business Partnerships
Research Champions representing each LEC research action
One representative elected by newly appointed members of LEC academic staff (those appointed to their post within the last five years), normally with a term of one year, but extendable by up to one further year
One representative elected by LEC researchers, normally with a term of one year, but extendable by up to one further year
One representative of CEH Lancaster
Departmental Superintendent
Research Promotion Administrator (secretary)
LEC Director (ex officio)
FST Associate Dean for Research (ex officio)
Other members of staff may be drafted to the committee on an ad hoc basis where they have the skills/experience relevant to help the committee’s work in relation to specific challenges or opportunities

Terms of reference of the Research Committee and scope of meetings

The Research Committee meetings can include any item relevant to its terms of reference. However, there are certain items that are of sufficient and regular interest and so form a basic list of “items for report”. These items need not necessarily require detailed discussion, but should be tabled at each meeting and form part of the minutes.

The standing items for report are as follows:

1) Recent research activities: summary of (i) applications made, (ii) contracts awarded, (iii) publications since the previous meeting, (iv) any notable progress with impact case studies.
2) REF update
3) Current and upcoming funding opportunities and deadlines
4) Research resources

Program of meetings
The committee will meet twice a term (with the option of additional meetings should circumstances require). Where possible, the timing of the LEC research committee should be co-ordinated with the dates of the Faculty of Science and Technology (FST) research committee, with one LEC meeting at some time before the FST meeting (to allow any pressing items to be identified that need to be forwarded to Faculty level) and one following within one-two weeks of the FST meeting, to allow any matters arising from that meeting to be discussed within the department.

Minutes
With one exception (see below) meetings will be minuted and minutes, once agreed, forwarded to (i) the MG meeting and (ii) the staff meeting. Minutes will also be deposited on the Hub. The one exceptional item that will not be minuted is any discussion of any named member of staff in relation to their inclusion or not in REF. All such discussions will be treated as confidential. It is the responsibility of the AD of Research to communicate any such discussions to the individual involved, to MG and, as appropriate, to Faculty and University.

LEC Learning and Teaching Committee
Membership
The Committee consists of:
Associate Director of UG Teaching (Chair)
Associate Director of PG Studies
LEC Undergraduate Teaching Administrator
LEC Postgraduate Teaching Administrator
1 x Teaching Secretary (secretary)
6 x Directors of Teaching (BS, ES, Geog)
2 x Part I Directors (BS, ES, Geog)
3 x PGT Directors of Teaching (ES, BS, Geog)
Representative from Health and Medicine (H&M) to cover cross-faculty UG/PGT
The Centre for Global Eco-innovation (CGE) Administration & Placement Manager
3 x UG Student Representatives (BS, ES, Geog)
2 x taught PG Student Representatives (to withdraw for reserved business)
LEC Director (ex officio)

The committee may co-opt additional members and/or invite specific staff to attend for particular items, for instance LEC admissions tutors and LEC technical staff with responsibilities for teaching.
Terms of reference
The remit of the committee is to:

- develop strategy in undergraduate and postgraduate teaching, learning and assessment across LEC
- ensure good practice in undergraduate and postgraduate teaching and assessment throughout LEC and promote both innovation and excellence
- coordinate and develop new undergraduate and postgraduate modules and schemes of study, and scrutinise and monitor existing teaching provision across LEC
- make proposals to relevant FST committees for new undergraduate and postgraduate modules and schemes of study and for changes to existing modules and schemes
- monitor the employment of LEC graduates and develop and review activities to increase employability
- coordinate quality assurance and academic audit for undergraduate and postgraduate courses and to report to relevant FST committees
- make recommendations about external examiners for all undergraduate and postgraduate schemes of study
- consider marketing and publicity issues for teaching in the Faculty
- liaise with LEC admissions tutors about student recruitment issues
- respond to FST and University committee consultation
- monitor and coordinate where necessary interaction with schools and colleges
- Monitor and manage links to other faculties where LEC is involved in jointly-taught courses
- report to the LEC management group on actions taken on their behalf

The committee will normally meet twice each term.

Health and Safety
The Head of Department is formally responsible for safety in the Department. Day-to-day safety issues in the Department are handled by the Department Safety Officer, Andy Quin. Health, safety and security are also standing items at Department meetings, and so issues can be raised there.


LEC Safety Committee

Membership

Director - Kevin Jones
Area Safety Officer - Andy Quin
Biological Safety Officer - Mike Roberts
Microbiological Hazards - Kirk Semple
Departmental Radiation Officer (D.R.O) - Jackie Pates
Department Electronics Officer - Ian Edmonson
LEC Strategic Advisory Group
LEC is in the process of establishing a Strategic Advisory Group which is drawn from a range of international and national public and private sector organisations. The purpose of the Board is to provide a strategic advisory function in relation to the research and teaching activities of the Lancaster Environment Centre. It will play a key role in advising LEC development, act as a sounding board for LEC activity related to research and teaching with impact and bring valuable external views to our forward planning. Membership will be shaped to feed in an independent voice of our partners, to help us take into account future new ideas and directions, give us feedback on our research and teaching strategy and help to develop our ambitions and research impact through wider collaborations with external partners.

Advisory:
- Review and advise on LEC Research and teaching activities
- Shaping the future development of LEC’s research with impact activity
- Facilitating and originating new collaborative opportunities

Ambassadorial:
- For LEC in general and the wider University via representing and promoting LEC as appropriate around the globe
- Acting as a channel for networking and communication and taking LEC and its activities/influence to ‘places that count’

LEC Administration Support
LEC’s administration support is provided by teams in the following areas: Research, Undergraduate Studies, Postgraduate Studies, Finance and Human Resources.

REPRESENTATION ON UNIVERSITY AND FACULTY COMMITTEES

Senate: Director of LEC plus two Associate Directors
FST Policy and Resources Committee: LEC Director and two Associate Directors
FST Research Committee: Associate Director of Research
FST Undergraduate Studies Committee: Associate Director of Undergraduate Studies plus two undergraduate Directors of Studies
FST Postgraduate Studies Committee: Associate Director of Postgraduate Studies (T + R if role split) plus one postgraduate Director of Studies
FST Promotions Committee: Director of LEC
FST Safety Committee: Director of LEC
Lancaster University

Lancaster Environment Centre

**Contract Researcher Concordat**

The Lancaster Environment Centre (LEC) values the contributions made by all its staff, and in particular wishes to follow both the letter and the spirit of the *Concordat to Support the Career Development of Researchers* ([http://www.researchconcordat.ac.uk](http://www.researchconcordat.ac.uk)). This document sets out what Contract Researchers should expect to contribute to LEC and what they can expect from LEC in return. It is equally relevant to Contract Researchers and to their line managers (typically Principal Investigators). What follows refers explicitly to full-time staff, but applies equally to part-time staff with proportionate reductions in the quantitative elements.

LEC will expect from Contract Research staff:

1. To deliver on the aims of the grant that funds their employment
2. To take an active interest in the wider work of LEC, including participation in relevant departmental seminars, meetings and committees;
3. To contribute to teaching and/or administrative duties, subject to the terms and conditions of the relevant funding body.

From LEC, Contract Research staff can expect:

1. To be given at least 10 working days per year for professional development in addition to activities essential to the delivery of the research project(s) on which they are employed. These voluntary activities may be anything which helps the researcher to further his/her career (whether that is within or outside of academia). For example:
   a) Attendance at local and external courses, seminars, conferences and colloquia within their broad area of interest/expertise;
   b) Attendance at internal and external staff development courses;
   c) Intra/entrepreneurship activities;
   d) Contributions towards wider departmental activities including teaching (e.g. designing lectures) and supervision of students.
2. To be given a general introduction to the Department including expectations and opportunities for involvement as well as an introduction to Health and Safety.
3. To be kept informed of opportunities to apply for funds to attend conferences or seminars relevant to their professional development in addition to those covered by the grant that funds their employment;
4. To be advised on strategies for career development, including encouragement to take an active role in the preparation of research proposals that might fund their continued employment;
5. To be provided with secure office space including a desk, chair, space for books and files, access to telephone and computer.

Professor Kevin C Jones, Director of LEC, June 2012
LEC Administration Structure

- **Departmental Administrator**
  - Bitten Brigham

**Human Resources Office**
- **Departmental Administrator**
  - Bitten Brigham

**Finance Office**
- **Finance Administrator**
  - Rita Balderson

**Postgraduate Office**
- **Postgraduate Studies Administrator**
  - Angela Sindall

**Research Office**
- **Research Promotions Administrator**
  - Tracy Quilliam

**Undergraduate Office**
- **Undergraduate Studies Administrator**
  - Diane Wilkinson

**EBP Office**
- **EBP Administrator**
  - Tracy Quilliam

**Human Resources Assistants**
- Amanda Faulconbridge
- Ann Brookes

**Postgraduate Research Co-ordinator**
- Andy Harrod

**Postgraduate Teaching Co-ordinator**
- Carol Cook

**Undergraduate Teaching Co-ordinators**
- Sue Taylor
- Julia Bland

**Undergraduate Admissions Co-ordinator**
- Cathy Dolan

**Executive Assistant**
- Chris Jarvis

**Finance Assistants**
- Jan Parkinson
- Meg Heaton

**Undergraduate Admissions Assistants**
- Laura Feinberg
- Elaine Stokes
Management of the University

http://www.lancs.ac.uk/vc/governance.htm

The Chancellor is the formal 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 4 Pro Vice-Chancellors. The Pro Vice-Chancellors provide support in the following areas; Academic Affairs, Research, Colleges & Student Affairs, and External Affairs.

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 financial affairs of 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 academic planning committees, faculty boards, undergraduate and postgraduate studies committees and many other sub-committees, 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 Operating Officer, the Pro-Vice-Chancellors, the Director of Finance, the Faculty Deans, the University Secretary, the Director of HR, the Director of Facilities, the Dean of Undergraduate Studies, The Dean of Graduate Studies and the President of the Student 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.