

WSC Publication Scheme Information

1. Who we are and what we do

1.1 Certificate of Incorporation

Copies are available on request

1.2 Memorandum and Articles of Association

Copies are available on request

1.3 Board members

Name	Title	Date of Appointment to WSC Board
Graham Baldwin	<i>Executive Chair/Director</i>	<i>16/09/2009</i>
<i>Acting Deputy Vice-Chancellor (Academic), UCLan PhD Exercise Physiology. University of Wales, Bangor. MSc Sports Science. University of Loughborough. P.G.C.E. University of Wales. BA (Hons) Sport and Recreation Studies. Madeley School of Physical Education (now Staffordshire University)</i>		
Peter Hyett	<i>Non-Executive Deputy Chair/Director</i>	<i>16/09/2009</i>
<i>Executive Director of Finance, UCLan</i>		
Graham Hardman	<i>Chief Operating Officer/Director</i>	<i>01/04/2009</i>
<i>Employed by WSC since 2007 as Head of Finance and latterly as Chief Operating Officer. Fellow of Institute of Chartered Accountants Master of Business Administration Wharton School, University of Pennsylvania 30 years financial management experience, 15 years of which have been at Board level.</i>		

Steve Jones	<i>Executive Director, Environmental Sciences</i>	16/09/2009
<i>Professor of Environmental and Occupational Toxicology, UCLan Chartered Radiation Protection Professional Diploma in Company Direction PhD Chemical Physics BA (Hons) Chemistry</i>		
Damien McElvenny	<i>Executive Director, Genetics and Epidemiology</i>	13/2/2007
<i>Professor of Epidemiology and Statistics, UCLan Statistician (Principal Scientific Officer) Epidemiology Group, Health & Safety Executive (1996 – 2007) Chartered Statistician MSc Statistics, BSc (Hons)</i>		
Phil Robson	<i>Non-Executive Director</i>	01/01/2007
<i>Robson Innovations Ltd. Commercial Director, NNL 2007 - 2009 A Chartered Engineer, Fellow of the Institution of Engineering Designers, Fellow of the Royal Society of Arts and Manufacture, Member of the Institute of Management.</i>		
Vaughan Jones (Burnetts Solicitors)	<i>Company Secretary</i>	

1.4 Senior Executives

Executive Chair's Group

Operational Management is under the direction of the Executive Chair, assisted by a team of Senior Managers, who provide support in:

- *the development and implementation of strategy, operational plans, policies, procedures and budgets;*
- *the monitoring of operating and financial performance;*
- *the assessment and control of risk;*
- *the prioritisation and allocation of resources;*
- *monitoring competitive forces in each area of operation.*

The Executive Chair meets fortnightly with the Director of Environmental Science, Director of Epidemiology and Genetics and Chief Operating Officer. Other managers are invited to attend

as required. These meetings are referred to as the Executive Chair's Group meetings. Standard Terms of Reference are available for this Group.

Current Membership of the CEO's Group is set out in the Organisational Chart available from the Chief Operating Officer.

An Organisational Chart showing the functions and departments for which the Executive Chair's Group are responsible is available from the Chief Operating Officer.

1.5 Contact points

*The Chief Operating Officer
Westlakes Scientific Consulting Limited
Princess Royal Building
Westlakes Science & Technology Park
Moor Row
Cumbria
CA24 3LN.*

2. What we spend and how we spend it

2.1 Annual accounts

Copies of consolidated annual accounts are available on request.

2.2 Procurement procedures

All procurement by the Company is undertaken in accordance with its ISO9001:2008 quality assurance procedures and to ensure ongoing compliance with its ISO14001:2004 certification for environmental management.

Where appropriate, the policy of the Company is to competitively tender for the provision of services. This is provided that such an exercise will represent best value for the Company, relative to the value of the contract to be awarded.

Where use of a supplier complements the Company's offerings to our customers, the Company's policy is to engage such suppliers on a sub-contract basis under a main contract. In this situation, the Company's policy is to flow-down main contract terms, and to reflect customer requirements made apparent through invitations to tender. In this situation, an appropriate pre-qualification questionnaire is utilised.

2.3 Staff and board members' allowances and expenses

Board

No allowances are paid are paid for directors' duties; however, expenses for attendance at meetings are allowed.

Staff

Staff cost of living rises are agreed by the Board, following a period of negotiation by senior management with the Trade Union.

For staff, it is the Company's policy to reimburse all reasonable and necessary travel and accommodation expenses which are incurred whilst employees are engaged upon authorised Company business. It is the responsibility of the Line Manager and the individual employee to plan business travel so that costs are minimised whilst at the same time maintaining acceptable standards of safety and comfort. Wherever travel and subsistence costs are necessarily incurred as part of delivery of a contract, such costs will be recovered from the customer and substantiated by appropriate receipts and invoices.

3. What our priorities are and how we are doing

3.1 Press releases

See link on website

4. How we make decisions

4.1 Delegated authorities

Copies are available on request

4.2 Minutes of meetings of the Boards

Copies of non-reserved minutes are available on request

5. Our policies and procedures

5.1 Policies and procedures for delivering our services

The Company is committed to delivering world class services of value to our customers. All work is delivered in accordance with our ISO9001:2008 certificated project management system, from prospect through to contract close-out. This includes management of all sub-contractors.

We also endeavour to minimise our impact on the environment wherever possible, and accordingly are certificated to ISO14001: 2004.

Maintenance of these certifications is assured through a continual programme of internal audits and annual external audits by an external awarding body, under the management of our dedicated Health, Safety, Environment and Quality Manager.

We have an Environmental Policy Statement and a Quality Policy to support our work ethics and we subscribe to the Government Chief Scientist's Universal Ethical Code for Scientists.

The Company has a statement of Health and Safety Policy. This reflects the fact that we consider the health, safety and welfare of all employees, contractors and the general public to be paramount, and that our policy is to comply with all relevant legislation, in particular the Health and Safety at Work etc Act 1974.

5.2 Policies and procedures for recruiting and employing staff

Vacancy notices result from staff requisitions, which have been authorised by the Executive Chair after an appropriate evaluation of the request against business needs. All current vacancies are advertised internally, and externally in the local business press and through the most appropriate trade journal publication for the vacancy. Vacancies will also be advertised on the Westlakes and UCLan websites, and appropriate trade journal websites (eg: New Scientist).

Recruitment (including advertising, shortlisting, interviewing and offers of employment) is managed by The Company's HR Department in accordance with current employment legislation and HR best practice, and ongoing guidance and direction from the Chartered Institute of Personnel and Development.

Guidance on selection, and compliance with current HR legislation and best practice is provided to interviewers by The Company's HR Department. The Company is seeking to be recognised as an equal opportunity employer. Equal opportunity is about good employment practices and efficient use of our most valuable asset, our employees. All staff concerned with the recruitment

must ensure that they comply fully with the organisation's Equal Opportunities policy, which forms part of the HR department's Quality Assurance procedures.

All offers are made in writing, and are subject to checking identity, qualifications and references, pre-employment medical and, if necessary, security clearance.

7.2 Customer service

The Company aims to provide products and services that consistently meet the requirements of both customers and regulators and to enhance customer satisfaction through rigorous application of our ISO 9001 certificated management system. There may be occasions, however, when customers wish to complain about the service they have received.

Whether it receives complaints by phone, letter, email or in person, the Company aims to ensure that the right people in the organisation are informed and that the issue is appropriately investigated. As part of our commitment to continual improvement we will learn from complaints so that we can achieve even higher standards in our services and procedures.

In the first instance, all complaints should be directed to the Chief Operating Officer.

7.2 Records management and personal data policies

The Company has an Electronic Communications Policy (2007) for staff, which is under the HR procedures. Within this policy, definitions for data controllers, data processors and data are set out. The policy requires that:

“Whenever and wherever you are processing personal data for Westlakes Scientific Consulting you must keep it secret, confidential and secure, and you must take particular care not to disclose them to any other person (whether inside or outside Westlakes Scientific Consulting) unless authorised to do so. Do not use any such personal data except as authorised by Westlakes Scientific Consulting for the purposes of your job. If in doubt seek help from your line manager”

To help staff understand and comply with the Company's obligations as data controller and/or data processor under the 1998 Act, they may be offered, or may also request, training. Whenever staff are unsure of what is required or otherwise need guidance in data protection, in the first instance they are instructed to contact their line manager.

HR policies and procedures in respect of personal data management are in accordance with the Data Protection Act and with CIPD best practice.

7.2 Charging regimes and policies

- *5p per page for copying of paper copies of documents available under the Publication Scheme;*
- *Postage costs;*
- *External costs necessarily incurred in providing information under the Scheme, which will be recharged at cost.*

All requests to information should be addressed to the Chief Operating Officer.

7. □ Lists and registers

6.1 Lists or registers that the company may be required to produce in the conduct of their business

Copies are available on request.

7. □2 Property asset list

The Company has no fixed assets.

6.3 Disclosure logs

Copies are available on request.

7. □ The services the Company offers

7.1 Details of company services

The Company undertakes work in 3 main areas:

Environmental Consulting

Our environmental consulting business offers consultancy and research in:

- *Marine & Fresh Water Quality Modelling*
- *Radiological Emissions, Modelling & Assessments*
- *Air Pollution Modelling (Industrial/Urban)*
- *Geological & Hydrological Services (Land Contamination)*
- *Environmental Litigation*

Genetics and Epidemiology Research

Our genetics work includes programmes investigating;

- *Radiosensitivity, cancer predisposition and heritability studies*
- *Cytogenetics*

- *Biomarkers Information about chromosome aberrations studies*
- *Transgenerational Effects of Radiation Exposure - Investigating transgenerational effects of ionising radiation*

Our epidemiology programmes include:

- *European Union Euratom Framework Programme Collaborations*
- *BNFL Worker Studies*
- *National and International Radiation Worker Studies*

Occupational Health and Absence Management

We offer software solutions and consultancy to businesses who want to proactively manage their staff absence levels.

7.2 Services for which the company is entitled to recover a fee, together with those fees

The Company provides scientific consultancy for which it charges commercial rates, which reflect the value of our services to our customers. Contract research is costed in accordance with the requirements of the appropriate grant awarding body.

All charges for our services are set by the Senior Management Team.

7.3 Press Releases

See link on website