

Thu 09/05/2024 08:30

Dear Colleagues,

### **Coming up: our regular Staff Pulse Survey**

You will shortly receive the bi-annual Staff Pulse Survey in your inbox from the HR team. The survey is very short and should take less than one minute to complete. It will run from 13<sup>th</sup> May to midnight on 26<sup>th</sup> May. I would encourage everyone to take part. New members of staff might like to know that the Pulse Survey is carried out twice a year in May and November. It's in addition to the Investors in People Survey that we carry out in October.

As with any pulse reading, it's a snapshot and allows us to calculate a Net Promotor Score. It's a commonly used way of measuring whether any of us would promote or recommend a product, experience or in our case, a place to work. Our regular pulse surveys allow us to track changes over time. It's deliberately different to the Investors In People survey but taken together the results from both are useful and insightful.

### **Field Studies Council in the media**

It's Deaf Awareness Week and [Charity Today](#) have run our article on top tips to make outdoor learning and residential accessible and welcoming for deaf or hearing impaired visitors. Thank you to Jo Harris but also to Lorna and Charlotte who are featured in the article speaking about their own experiences. The marketing team will be blogging about this and sharing more on social media in the near future.


### **New Degree in Biological Recording**

I'm pleased to announce that the biodiversity team have a new partnership with Harper Adams University to deliver a [new post graduate degree](#) in Biological Recording and Analysis. The nation's skills gap in this particular area of science has been increasingly recognised and this course aims to help fill it. There's a [further article here](#). Congratulations to all involved.

### **Young Darwin Scholarships 2024**

This year's [scheme has launched](#) and is already getting a lot of applications. If you do know a young person who might enjoy the heavily subsidised residential or series of day trips please encourage them to apply by 2<sup>nd</sup> June.

### **New Expenses Claim Form**


Finance have created a  [new expenses form](#). The new and improved form is to make it easier for all. Although it is self-explanatory, the new form has dropdown lists for the cost centre, type of expenditure and a cell that will highlight any advice or warnings which is linked to the Employee Staff Handbook. Mileage must be inserted for all transport modes. Click the top right hand 'Viewing' tab and choose 'Open in Desktop App' to fully access it. Then choose the 'Save a Copy' option to save it on your own computer and fill that copy in. This will ensure that you don't share your personal details with colleagues via the master copy.

The mileage must be included to enable us to calculate and report our carbon footprint. For taxi and rail fares, tools such as google maps can be used by entering the postcode for the start and end destination. As a reminder all staff can access the Field Studies Council's Trainline Account. Using this has the following advantages:

- No upfront expense required from staff
- The carbon footprint is calculated automatically
- Simpler processing as the organisation will receive one monthly invoice.

To set up a user account for the corporate trainline account, please email [accounts@field-studies-council.org](mailto:accounts@field-studies-council.org)

**Bike Scheme Q&A Sessions**

If you missed the above with Sam Thurston, a recording is  [available here](#) and the session starts 6 minutes in.

**Welcomes and congratulations:**

Thea Brown at Millport was promoted to Lead Housekeeper

Will Higgins at Juniper Hall was promoted to Tutor

Jason Goldsworthy is now a Lead Cook at Blencathra

Previous catch ups can be found on the staff news website [here](#) along with a new page for Health and Wellbeing Resources.

Kind regards

Mark