

Appendix 8 Key Contacts

| Department | Contact Name | Email | Telephone | Website |
|---|---|--|---------------|---|
| Accident and Near Miss Reporting | | | | https://secure60.prositehosting.co.uk/ssl/WLVAC/ |
| BAME Staff Network | | bmestaffnetwork@wlv.ac.uk | | https://www.wlv.ac.uk/about-us/equality-and-diversity/information--support-for-staff/staff-networks-/bame-staff-network-/ |
| Clarity Travel Management | | | 0333 010 0045 | https://www.claritytm.co.uk/log-in-to-online-booking-platform |
| Disabled Staff Network | | | | https://www.wlv.ac.uk/about-us/equality-and-diversity/information--support-for-staff/staff-networks-/disabled-staff-network/#d.en.239292 |
| Equality & Diversity Unit | Head of Equality & Diversity: Will Cooling | W.Cooling@wlv.ac.uk | 1146 | https://www.wlv.ac.uk/about-us/equality-and-diversity/ |
| Finance | FIN01 & FIN02: Expenses Clerk, Payrolls Section | | 1227 | https://www.wlv.ac.uk/staff/services/finance/forms-for-download/ |
| | FIN06: Senior Payments Clerk, Payments | | 1213 | |

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| | Section | | | |
| Foreign and Commonwealth Office (FCO Travel Advice) | | TravelAdvicePublicEnquiries@fco.gov.uk | | https://www.gov.uk/foreign-travel-advice |
| FCO Home Page | | fcocorrespondence@fco.gov.uk | General enquiries switchboard 020 7008 1500 Consular assistance 020 7008 1500 | https://www.gov.uk/government/organisations/foreign-commonwealth-office |
| Health and Safety Department | University Safety Advisor: Leigh Clarke | L.Clarke@wlv.ac.uk | 1289 | https://www.wlv.ac.uk/staff/services/hsd/ |
| | Assistant University Safety Advisors: Natalie Freeman | nataliefreeman@wlv.ac.uk | 3315 | |
| | Alison | A.Hawkins@wlv.ac.uk | 8990 | |

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|-----------------------------------|---|--|---------------|---|
| | Hawkins | | | |
| Human Resources | | hr@wlv.ac.uk | | https://www.wlv.ac.uk/staff/services/humanresources/formbank/ |
| Insurance Officer | Martyn Jones | M.A.Jones@wlv.ac.uk | 1301 | https://www.wlv.ac.uk/staff/services/finance/departmental-services/insurance--inventory/business-travel-insurance/ |
| International Office | Copy of travel approval forms, for information only | International@wlv.ac.uk | 2474 | |
| | Head of International Recruitment & Business Development: Laurence Foure | Laurence.Foure@wlv.ac.uk | 2332 | |
| LGBT Staff Network | | LGBTStaffNetwork@wlv.ac.uk | | https://www.wlv.ac.uk/about-us/equality-and-diversity/information--support-for-staff/staff-networks-/lgbt-networks/#d.en.357963 |
| Organisational Development | | OD@wlv.ac.uk | 1293 | https://www.wlv.ac.uk/staff/services/humanresources/organisational-development/ |
| Stonewall | | info@stonewall.org.uk | 020 7593 1850 | www.stonewall.org.uk |

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|---|--------------|-------|-----------|---|
| WOLF International Travel Approval Topic | | | | http://wolf.wlv.ac.uk/ic/70755/ |