

Lancaster University	
Outside Professional Activities - Consent Form	
<p>This form should be read in conjunction with the 'Rules Governing Outside Professional Activities' which apply to staff at grades 6 and above.</p> <ul style="list-style-type: none"> <li>• Consent is required to undertake outside professional activity including consultancy external to the University</li> <li>• Some identified activities are automatically permissible without further consent</li> <li>• Eligible staff may be granted up to one day a week allocated time on external consultancy or other professional activity, subject to approval and where relevant benefits are identified</li> <li>• External consultancy and other professional activity must be declared to enable the University to meet its obligations and reporting requirements</li> <li>• Any potential conflict of interest must be declared when seeking consent</li> <li>• University resources including; name, email, address, data, IP, facilities, equipment or confidential information may NOT be used when undertaking consultancy or other professional activity external to the University</li> </ul> <p>Staff are encouraged to undertake consultancy through the University. Contracting, invoicing, insurance and a range of payment options are provided. See: <a href="https://www.lancaster.ac.uk/research/research-enterprise-services/consultancy/">https://www.lancaster.ac.uk/research/research-enterprise-services/consultancy/</a></p>	
<b>Section 1</b> <b>Applicant Details</b>	1.1 Your Name:
	1.2 Department:
<b>Section 2</b> <b>Client Details</b>	2.1 Client Name:
	2.2 Registered Address:
	2.3 Main Business/Activity of Client:
<b>Section 3</b> <b>Project Details</b>	<p>3.1 Does this request relate to external consultancy or other external professional activity (tick as appropriate):</p> <p>External Consultancy      Other External Professional Activity</p>
	3.2 Please provide a brief description of the work to be undertaken:
	<p>3.3 Are there any potential conflicts of interest arising from undertaking this work or role?</p> <p><b>Note:</b> A conflict may arise if you, a family member or close friend have a controlling or financial interest in the client organisation, are involved in work for competitor organisations, or if the client organisation does work for the University.</p>
	<p>3.4 Please provide the approximate dates of the work:</p> <p>From: _____ To: _____</p> <p>Notes:</p> <p><b>Note:</b> For on-going work consent is subject to renewal on an annual basis. It is your responsibility to seek further consent from the authoriser at the appropriate time.</p>

<b>Section 4 Time Allowance</b>	<p><b>4.1 In certain circumstances, the University will allow up to one day a week of workload time for external professional activities where clear benefits are identified. Are you seeking a time allowance for this work?</b></p> <p>Yes                  No                  (If you selected 'No' move directly to section 5)</p>
	<p><b>4.2 Please state how many hours per week are being requested:</b></p>
	<p><b>4.3 Please provide a brief description of the benefits that may accrue to you, the Department or the University from undertaking this work:</b></p> <p><b>Note:</b> Benefits may include personal or career development, training, networking, relationship building or other beneficial opportunities.</p>
<b>Section 5 Declaration</b>	<p><b>5.1 Please read the following restrictions set out in the 'Rules Governing Outside Professional Activities' and confirm that you accept these:</b></p> <ul style="list-style-type: none"> <li>• Staff are not permitted to associate the University with their advice, opinion or output in any form whatsoever.</li> <li>• All staff must be aware of the risk of misuse of the University's name. The use of the University's letterheads, branding, email or physical addresses can infer the implicit acceptance of liability by the University and in some cases can amount to fraud, such use is therefore not permitted.</li> <li>• The resources of the University (including facilities, equipment and other staff time) may not be used in association with external work.</li> <li>• Staff are not permitted to use any intellectual property belonging to the University, or belonging to any third party and made available to the University, in the course of external work. For further information staff may refer to their terms and conditions of employment and Section 18 of the University's Financial Regulations.</li> <li>• Staff are not permitted to use or disclose confidential information belonging to the University, or belonging to any third party and made available to the University, in the course of external work.</li> <li>• Staff should note that any intellectual property or confidential information made available to the individual as part of external work, must not be used in the course of University work.</li> </ul> <p>I confirm I have read the restrictions on Outside Professional Activities and will abide by these:                  (tick to confirm)</p> <p>I accept full responsibility and liability for all risks, financial or otherwise, that may arise in connection with this work :                  (tick to confirm)</p>
<b>Section 7 Signatures</b>	<p><b>Applicant Signature:</b></p> <p><b>Authoriser Signature:</b></p> <p><b>Authoriser Comments:</b></p>

# Lancaster University

## Rules Governing Outside Professional Activities

### Guidance for Authorisers

This guidance draws attention to the key features of the University's 'Rules Governing Outside Professional Activities' (HR/791) which were updated in September 2018.

For the purposes of HR/791 authorisers are defined as follows:

Staff member	Authoriser
Academic staff below Head of Department Head of Department Dean Pro-Vice Chancellor	Head of Department Dean Pro-Vice Chancellor Vice-Chancellor

For Professional Services staff permission must be sought at Director level or where appropriate, above.

Lancaster University is committed to supporting engagement, through outside professional activities. Engagement can take many forms including consulting with business and community organisations, volunteering, charity trusteeship, non-executive directorships, and work for professional associations, or other voluntary or paid work.

University contracts permit staff on grades 6 and above to engage in outside professional activity at the University's discretion. The following conditions apply:

- All work must be disclosed and approved in advance
- The work must not prevent the member of staff from fulfilling their full range of obligations to the University

Authorisers may grant eligible staff a time allowance of up to one day a week (pro rata for part-time staff) to undertake consultancy or external professional work, where relevant benefits are identified, with no loss of salary. Relevant benefits include:

- The work contributes to professional development through interaction with industry, business, government or other institutions
- The work facilitates impact from research or knowledge exchange with business, public organisations or wider society
- The work supports the development of contacts, networks or other relationships beneficial to the work of the University, Institute or Department

Prior to undertaking new consultancy or other professional work externally, members of staff must:

- obtain the permission of the relevant Authoriser by completing the HR/791/A form (annually renewable)

Before granting approval authorisers must:

- ensure that any request does not prevent the member of staff from fulfilling the full range of their obligations to the University
- satisfy themselves that no conflict of interests arises from the work
- ensure the declarations in section 5 are completed

Authorisers may grant permission for no more than 1 year (after which the member of staff should renew their request).

In order to meet its regulatory and fiduciary obligations, and the reporting requirements of its insurers, the University is required to monitor and report on consultancy and external professional activity. Authorisers must therefore return a copy of each HR/971/A application (approved or declined) to [consultancy@lancaster.ac.uk](mailto:consultancy@lancaster.ac.uk)

## **Consultancy**

Staff may undertake consultancy either as an external professional activity, where approved under these rules (noting the restrictions on resource use and acceptance of personal liability), or through the University (with invoicing, indemnity cover and payment options provided).

Staff are encouraged to undertake consultancy through the University. Where University resources, equipment, IP or researcher time are to be used, consultancy must always be undertaken through the University.

The procedure for approval and delivery of consultancy work through the University can be found here: <http://www.lancaster.ac.uk/research/research-enterprise-services/consultancy/>

Further advice can be sought from the Consultancy Manager in the first instance, or where appropriate the University Secretary.