

Schedule B | Collaboration Framework

Developing a detailed (but concise) collaboration framework will be the first tangible task of the core members of Lancaster Insights Hub, comprised of an equal mix of Lancaster University and City Council members, co-chaired by Dion Williams and Sarah Davies. The collaboration framework will lay out the expectations, processes and some of the contractual requirements of good, mutually beneficial collaboration between the Council and the University, underpinned by the following core principles:

- Working together productively alongside all relevant partners
- Accountability in committing to, and managing, the successful delivery of project outcomes
- Transparency in communication and decision-making
- Learning and Improvement, taking all opportunities to learn and reflect whilst working together
- Positivity of approach to seek solutions and desirable shared outcomes
- Best Practice and the pursuit of excellence across projects and initiatives
- Proactive Support and Resources, ensuring projects are appropriately authorised, supported and resourced by all partners in a timely manner.

Expectations:

- How can we foster and grow a culture of collaboration in line with the principles above?
- How can we develop shared values to build a culture of trust, respect, dynamism and joy?

Processes:

- How should we select and prioritise areas in which to collaborate?
- Who should be involved at which stage of project development?
- How can we plan projects in a collaborative way and commit to sharing resources?
- How can we ensure projects and resources are formally 'signed off' across partners?

Contractual:

- How can we simplify and speed up the development of contractual agreements to support swift deployment of projects?
- What content is required to develop a range of 'modular' contractual agreement templates, legally acceptable to all parties, to support different types of collaborative project?
- How can we embed the requirements of different parties, such as data protection and IP, into project planning and implementation?

Monitoring and evaluation:

- How can we meaningfully share accountability across project partners?
- What structures and interactions are required to oversee and continually validate a wide-ranging programme of projects and meet external reporting requirements?

The initial aim of the Collaboration Framework is to enhance and streamline collaboration between the University and the Council; though in time this resource will prove useful for collaborations across a wider group of local partners.