

Procedure for revocation of Honorary Awards

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Version	Date	Description of changes and name and job title of person responsible for making changes
1.0	July 2020	Version approved by Council on 10 July 2020.
1.1	March 2021	Suggested amendments and clarifications made, in consultation with the Director of Strategic Planning and Governance, following implementation of the procedures.

Procedure for revocation of Honorary Awards

- 1.1 Honorary Awards are defined as an Honorary Degree, Honorary Fellowship or an Alumni Award.
- 1.2 Lancaster University will not sanction certain types of behaviour and reserves the right to consider whether a public association with an individual in receipt of an Honorary Award injures the reputation of the University.
- 1.3 In such instances, the University will take action to:
 - mitigate risk;
 - manage the process in a sensitive and fair way;
 - make recommendations and provide assurances to Council and Senate.
- 1.4 This process will not be undertaken lightly nor in response to trivial matters, but is expected to be enacted where serious and significant concerns have been raised. Under such circumstances, cases for the revocation of an Honorary Award may be submitted to the Director of Strategic Planning and Governance.
- 1.5 Those receiving an Honorary Award were honoured in recognition of their achievements, reputation and, typically, their potential to act as role models to students. If there is reason to believe that the characteristics that made them worthy of the honour are no longer applicable, the University may follow this process to determine whether a revocation is appropriate. Where such a case may arise, the University has adopted this process, to ensure a fair and confidential consideration of relevant matters. Whilst it may not always be possible for the existence of an ongoing process to remain confidential, it is our intention that a fair process and one that makes no assumption of guilt, and may not necessarily arise from media attention, be conducted in a manner which respects individuals' right to privacy.
- 1.6 An individual receiving an Honorary Award did so based a set of criteria including their good character and outstanding achievements. If the characteristics that made them worthy of the honour are no longer applicable, the University, adopting a fair and confidential process, can determine the case against established criteria and respond swiftly to mitigate reputational risks appropriately.
- 1.7 Following consultation with the Deputy Chief Executive (Operations), the Director of Strategic Planning and Governance will determine whether there is a prima facie case for review, based on presented evidence of one or more of the following criteria.

- If subsequent to the award, the actions of the individual render the criteria for the award no longer valid.
- If there is evidence, that was not available at the time the award was made, that the individual has acted in a way that poses a fundamental contradiction of the values of the University and/or the Nolan Principles of Public Life.
- If there is evidence of serious misconduct or mismanagement (whether unlawful or not) in the individual's employment or in the conduct of any entity with which they are or have been associated, including but not limited to:
 - if the individual has been convicted of a serious criminal offence or has been the subject of any adverse finding in civil proceedings, anywhere in the world;
 - if the individual has been dismissed from a position of trust or similar;
 - if the individual has been the subject of any adverse findings in any disciplinary proceedings by any regulatory authorities or professional bodies.

On receipt request for a revocation and the accompanying evidence, the Vice-Chancellor and Pro-Chancellor will be informed that a prima facie case is being considered.

- 1.8 If it is determined that there is a case for review, the Pro-Chancellor and Vice-Chancellor will be informed of this and the case for revocation of Honorary Award, along with supporting documentary evidence, shall be submitted to an Investigating Committee comprising of three members of the University, nominated by the Director of Strategic Planning and Governance, to include: one member of Council; one member of Senate; and one member of the Honorary Degrees Committee. The Investigating Committee is normally Chaired by an appointed Member of the Council. The membership of the Investigating Committee will be approved by the chairs of Senate and Council.
- 1.9 Where the Director of Strategic Planning and Governance determines there is no prima facie case to proceed, this decision will be communicated to the party or parties who have raised the matter. In such cases, the decision of the Director of Strategic Planning and Governance will be final and no further action will be taken.
- 1.10 The Investigating Committee may decide that there is no case to be made against the individual, in which case, there will be no further action other than to communicate this to the party or parties raising the matter and the Chairs of Senate and Council. The Director of Strategic Planning and Governance, or their nominee, will act as clerk to the Investigating Committee.

- 1.11 The Investigating Committee may decide that there is sufficient evidence to put forward a recommendation to Senate and Council to approve the revocation of an Honorary Award. In which case, a proposal from the Investigating Committee, including its rationale and making specific reference to the criteria outlined under 1.7 of this process, will be made initially to Senate and subsequently to Council for approval. In such cases, the individual members of the Investigating Committee drawn from Senate and Council membership will normally present any recommendation to the respective body of which they are a member. In cases where it is judged necessary to expedite a swift decision, both the chairs of Senate and Council may use Chair's action in response to a recommendation by the Investigation Committee.
- 1.12 Where a decision not to revoke is made by an Investigating Committee established under these procedures, or should the respective decisions of Senate and Council be not to deprive the individual of an Honorary Award ("individual at risk"), the identity of the individual at risk shall be kept confidential to those directly participating in the investigation process and the Chairs of Senate and Council.
- 1.13 Once approval has been received from both Senate and Council, the individual will be informed, in writing, by a letter from the Deputy Chief Executive (Operations) outlining the grounds under which the case was heard, the rationale for decision and the formal outcome.
- 1.14 The University would not normally revoke an award posthumously, however should the Director of Strategic Planning and Governance, in consultation with the Deputy Chief Executive (Operations), deem the risk to University reputation as significant, based on the criteria set out in the procedures for revocation of Honorary Awards, the University reserves the right to invoke the procedures for revocation of Honorary Awards. Where a posthumous case proceeds to decision by Senate and Council, the University will make best endeavours to identify the nearest living relative of the deceased and determine their contact details in order to inform them in writing, by a letter from the Deputy Chief Executive (Operations) outlining the grounds under which the case was heard, the rationale for decision and the formal outcome.
- 1.15 Where this procedure is enacted and results in a recommendation to Senate and Council, then, at the conclusion of the process, the Investigating Committee's recommendation and, where relevant the decision of Senate and Council, will be reported to the Honorary Degrees Committee.