



GUIDELINES ON PRIVATE CONSULTANCY WORK FOR FULL-TIME MEMBERS OF ACADEMIC STAFF

Introduction

- 1.1 The University recognises that members of staff have particular specialised knowledge and intellectual skills which are of value to the community, industry and business and that opportunities arise for the employment of these skills and knowledge for outside bodies. The University sees such activity as being of professional benefit to the staff member; as stimulating research and scholarship; as benefiting the general community and enhancing the standing of the University in the community.
- 1.2 Consultancy work should not however interfere with a staff member performing those duties in respect of which he/she has a full-time contract with the University. Accordingly, a policy is needed which will reasonably control the time given to external activities and define the position of the University in respect of those activities.
- 1.3 Members of staff who consider that there are services and expertise within the University that might contribute to the general welfare of the community, industry, or business are invited to bring forward proposals to make this more widely known to the Development and External Affairs Committee, or other appropriate University body.

Definition

- 2.1 For the purpose of these Guidelines “Consultancy Work” is defined as private work carried on outside the normal duties of staff on commission from a person or body external to the University and for which the member of staff receives remuneration from that person or body.
- 2.2 The following general conditions apply to consultancy work:
 - ◆ In its general nature the work must be compatible with the standing of the staff member
 - ◆ The work must not constitute unfair competition with practitioners in the staff member’s profession or field of competence
 - ◆ Work of a routine or repetitive nature must not be engaged in.
- 2.3 The following work is not included in the definition:
 - ◆ Occasional Extern Examinerships
 - ◆ Occasional paid/unpaid membership of public-service committees or groups (national or international)
 - ◆ Occasional paid/unpaid service as assessor for education or professional bodies.
 - ◆ Research projects funded by recognised national/international funding agencies and carried out in the University
 - ◆ The writing of academic works
 - ◆ Occasional writing of a general kind
 - ◆ Occasional lectures, radio or television appearances
- 2.4 “Occasional” as used in paragraph 2.3 means rare in frequency within a session and/or short in separate or accumulated duration in any one or more instance in a session.
- 2.5 Permission must be sought for all consultancy work that comes within the terms of these Guidelines.
- 2.6 The provisions of Statutes and/or Conditions of Appointment relating to outside work not covered by these Guidelines shall continue to apply to such work.



Limits

The following limitations apply to the amount of consultancy work that an individual member of staff may engage in.

3.1 In no case should the consultancy interfere with the member's normal duties of teaching, research, examining and availability to students.

3.2 Private consultancy must not exceed 10% of time as a maximum.

Permission

4.1 In the interests of transparency and accountability, it is important that the University be aware of the commercial and professional interests of its full-time staff.

4.2 For the adequate protection of the members of staff and the University, it is important that an application to engage in consultancy work be made in good time to enable a reasoned decision to be made. Consultancy work may not be engaged in unless and until permission has been granted.

4.3 The grant of the permission to engage in consultancy work shall rest with the President, or his nominee, following on the recommendation of the relevant Head of School (in the case of a Head of School, the recommendation of the relevant Executive Dean of College will be required. In the case of a Dean, the recommendation of the Deputy President and Registrar will be required). For the purposes of this Policy, the President's nominee is the Deputy President and Registrar, except in the case of Executive Deans where the President will act.

4.4 Application to engage in consultancy should be made in the first instance to the Head of School, Executive Dean or Deputy President and Registrar, in accordance with 4.3 above, who shall recommend on the application to the President or his nominee, as appropriate.

4.5 Further information may be requested from the applicant on a confidential basis or otherwise. If this further information is not forthcoming the application shall not be further dealt with.

4.6 Where the proposed consultancy may impinge on the carrying-out of duties of colleagues, the applicant must give assurances that they consent to any effects the consultancy may have on them.

4.7 The Head of School/Executive Dean shall advise the Deputy President and Registrar/ President as to whether or not the permission should be granted and as to the conditions, if any, that should attach to the permission.

4.8 The Deputy President and Registrar/President, as appropriate, may revoke or amend permission for consultancy work at any stage where, in his opinion, the commitment involved is no longer consistent with the contractual duties of a member of staff.

4.9 The Deputy President and Registrar shall keep a register of permissions granted and shall present an annual report to the Academic Planning and Resource Committee. This report will not contain any references to confidential information.

In keeping with the spirit in which the University views the undertaking of consultancy work a section on work of this nature undertaken by staff may be included in the President's Report.



5. Conditions

Permission to undertake private consultancies will be on the basis that:-

- 5.1 There will be no reduction in commitment to or the carrying out of the teaching, research, examination and administrative duties fundamental to an academic appointment.
- 5.2 There should be no likelihood of conflict of interest between the University and the persons/group/company on whose behalf the consultancy will be undertaken.
- 5.3 It has been made clear to the client that the member of staff is operating as a private individual and not as an agent or employee of the University.
- 5.4 The private address of the member of staff is used for all correspondence. The use of University letter-heads or other printed stationery must be avoided.
- 5.5 The University will have no responsibility for the work (members of staff may wish to take out personal professional indemnity insurance to cover their individual liabilities).
- 5.6 The staff member undertakes to make his/her own declarations of private consultancy income for tax on a self-employed basis.

Use of the Services, Facilities or other resources of the University

- 6.1 Where consultancies involve the use of the services, facilities or other resources of the University, the University's permission for their use must be sought beforehand. The applicant must fully remunerate the University for their use under such conditions as the University may decide.
- 6.2 It should be noted that services of a routine and repetitive nature are not regarded as "Consultancy Work". Where such services exist, or will come into question, they are subject to the due agreement of the appropriate University authority.

Directorships

Directorships of companies, both in an executive and non-executive capacity, shall come within these guidelines and applications to hold directorships shall be made in accordance with the relevant sections of these guidelines.

Ownership of Companies

A member of staff seeking permission to become involved in the ownership or control of a private company must disclose to the President, through the Deputy President and Registrar, the extent of his/her involvement and the nature and volume of any transactions between the University and the company. Such involvement in a private company shall come within these guidelines and applications for such involvement shall be made in accordance with the relevant sections of these guidelines.

Annual Return

Full-time members of academic staff are required to complete an annual return to the Deputy President and Registrar, stating whether or not they have engaged in external remunerated activities in the previous academic year. The Deputy President and Registrar will write to staff in September of each year and the return must be made by the end of September.