Policy on Income Derived From External Activities

1. All members of staff including Senior Postholders are required to devote their full time, attention and abilities to your duties during working hours and to act in the best interests of the University at all times. Accordingly, no member of staff should, without the written consent of the Vice-Chancellor or their nominee, undertake any employment or engagement which might interfere with the performance of their duties or conflict with the interests of the University.

2. This requirement does not apply to such activity as External Examining or acting as an assessor or moderator, though such an appointment should however be notified to the Vice-Chancellor and the Head of Human Resources, and time off for such duties will be authorised in line with the provisions of the Authorised Absence and Special Leave Policy. Staff undertaking External Examining or acting as an assessor or moderator are entitled to receive payment for such work, though for Senior Postholders such remuneration should be declared to the Pro-Vice-Chancellor Assurance and Director of Finance and Head of Human Resources, and this information will be included in the report to the Board of Governors on the Remuneration of Senior Postholders.

3. Unless otherwise agreed on an exceptional basis by the Vice-Chancellor or Chair of Governors in the case of the Vice-Chancellor, then no member of staff will receive any additional remuneration outside their salary for duties that they undertake as a representative of the University. Where a payment is made where the member of staff is undertaking a Non-Executive role (such as Chair or Vice-Chair of ECC); this payment should not be accepted by the employee, but paid to the University as compensation for the employee's time. This should be done through the use of a Sales Invoice Request form available from the Finance area on PORTAL, which should be submitted to the Pro-Vice-Chancellor Assurance and Director of Finance for signature. Where an exceptional basis is agreed to exist, this will be confirmed in writing, along with details as to whether the additional remuneration will be paid exclusively to the individual or shared with the institution.

4. It is the employee’s responsibility to ensure that they pay any tax or other relevant deductions on this additional income and that any appropriate bodies are notified of this payment.

[At its meeting on 23 Jan. 2019 the Remuneration Committee approved the policy on income from external bodies generated in a personal capacity in its applicability to designated senior postholders]