

EXTERNAL WORK POLICY FOR REMUNERATION COMMITTEE REMIT GROUP

1. Introduction

- 1.1 The staff in remit for this Policy are the Vice-Chancellor, the Vice-Chancellor's direct reports and the Pro Vice-Chancellors. The University has an Outside Work policy that applies to all other staff.
- 1.2 It is acknowledged that the opportunity to support the strategic development and leadership of higher education and other organisations by permitting senior managers of the University to serve on Executive Boards, Trustee Boards, Committees of Enquiry, Task Forces, external reviews etc is welcomed and enhances both the individual and organisations reputation as well as providing opportunity for professional and personal development.
- 1.3 The purpose of this policy is to ensure that prior to the approval of senior managers engaging in external work, consideration is given to the benefits to the University, the impact on the University, potential conflicts of interest and whether any external income earned by the Executive or senior manager from the external work should be retained by them.

2. Scope

- 2.1 Prior to accepting any external work, whether paid or unpaid, including serving on Executive Boards, Trustee Boards, Committees of Enquiry, Task Forces, or private consultancy or broadcasting, written approval should be sought as follows:
 - From the Registrar and Chief Operating Officer for Directors of Professional Services and (where appropriate) other senior Professional Services managers.
 - From the Vice-Chancellor for Provost, Deputy Vice-Chancellor, Chief Operating Officer and Registrar, with the Chair of the Board having sight of these applications
 - From the Provost for Pro Vice Chancellors
 - From the Chair of the Board of Trustees, informed by the Chief People Officer, for the Vice Chancellor

3. Application process

- 3.1 The applicant should set out the request to undertake external work using the proforma attached as Annex A to this policy.
- 3.2 Prior approval will not be required for external examining and teaching at other institutions.

3.3 Approval for external work for new Executive or Senior Management appointments may be given as part of the appointment process and incorporated into contracts of employment

4. For consideration

4.1 Requests for approval will not normally be refused provided that:

- The time commitment is not greater than 12 days per annum (including any other external commitments previously agreed but excluding external examining and teaching at other institutions);
- There is a clear strategic benefit to the University, and/ or a significant personal development opportunity that will enhance the individual's abilities/ skills in their current or potential future role;
- There are no obvious conflicts of interest;
- Priority is always given to responsibilities at the University.

4.2 Any requests to carry out private consultancy must comply with the University's policy on consultancy.

4.3 Written approval will include a review date, although the University reserves the right to instruct managers to withdraw from their external engagements at any time if any of the criteria are no longer being met or there is a reputational risk to the University.

5. Payment for External Work

5.1 Executives and Senior managers will be able to retain income from approved private consultancy and broadcasting and from external examining and teaching at other institutions.

5.2 Where Executives and Senior managers hold roles on external bodies (e.g. Executive Boards, Trustee Boards, Committees of Enquiry and Task Forces), the University reserves the right to retain any payment, which would otherwise be made to the individual by the external body. Managers are responsible for ensuring that taxes are paid on income from external bodies.

5.3 Travelling and subsistence expenses should be claimed from the external body in accordance with its own policies (rather than from the University).

6. Reporting

6.1 A register of external activities approved under this policy will be maintained by the Vice- Chancellor's Office.

6.2 External activities undertaken by members of the Vice-Chancellor's Executive team will be reported each year to Remuneration Committee with details of amounts paid (excluding expenses).

6.3 External activities undertaken by other Senior managers within the scope of this policy will also be reported each year to the Remuneration Committee.

This policy was approved by the Remuneration committee in January 2019 and will be reviewed annually or as required.



EXTERNAL WORK APPLICATION FORM

FOR THE VICE-CHANCELLOR, THE VICE-CHANCELLOR'S DIRECT REPORTS AND THE PRO VICE-CHANCELLORS

Name	
Full details of the role and activity of external appointment	
Start date	
Expected time commitment	
Date the external commitment will end or be reviewed	
Any payments which the individual will receive for this activity	
Any payments which the University will receive for this activity	
Signed and dated by applicant	
Approved by Line Manager	
<i>Signed</i>	<i>Dated</i>

Prior approval will not be required for external examining and teaching at other institutions.