

UNIVERSITY OF EXETER

External Work Policy for members of VCEG and Directors of Professional Services

Introduction and Purpose

1. The University welcomes the opportunity to support the strategic development and leadership of higher education and partner organisations by permitting senior managers of the University to serve on Executive Boards, Trustee Boards, Committees of Enquiry, Task Forces and external reviews etc.
2. The University also recognises the benefit to the professional development of senior academic managers by permitting private consultancy, broadcasting, external examining and teaching at other institutions.
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 manager from the external work should be retained by them.

Scope

4. The policy applies to members of the Vice-Chancellor's Executive Group and Directors of Professional Services. Remuneration Committee may determine that other senior managers in Colleges and Professional Services should also be covered by the policy.
5. Income from academic publishing is exempt from this policy.

Approval Process

6. Prior to accepting any external work, whether paid or unpaid, including serving on Executive Boards, Trustee Boards, Committees of Enquiry, Task Forces etc or private consultancy or broadcasting, written approval should be sought as follows¹:
 - from the Registrar and Secretary for Directors of Professional Services and (where appropriate) other senior Professional Services managers;
 - from the Provost and Vice-Chancellor for Deputy Vice-Chancellors;
 - from the Provost for Pro-Vice-Chancellors;
 - from the Vice-Chancellor for the Provost and Registrar and Secretary;
 - from the Chair of Council for the Vice-Chancellor.
 - (where appropriate) from Pro-Vice-Chancellors for academic managers on College Executives.
7. The application should set out:
 - full details of the role and activity;
 - the start date, the expected time commitment and the date the external commitment will end or be reviewed (eg expiry of term of office);
 - any payments which the manager will receive for this activity.
8. Prior approval will not be required for external examining and teaching at other institutions.

¹ Approval for external work for new manager appointments may be given as part of the appointment process and incorporated into contracts of employment

Issues to be considered

9. Requests for approval will not normally be refused provided that:
 - the time commitment is not greater than 12 days per annum² (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,
 - any potential conflicts of interest have been satisfactorily resolved,
 - the manager seeking approval ensures that they give priority to their responsibilities at the University.
10. Requests for private consultancy must also comply with the University's policy on consultancy.
11. 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 in paragraph 9 are no longer being met or there is a reputational risk to the University.

Payment for External Work

12. Managers will be able to retain income from approved private consultancy and broadcasting and from external examining and teaching at other institutions.
13. Where managers hold roles on external bodies (eg 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 manager by the external body. However, provided the payments made by the external body are intended to be modest compensation for their commitment and responsibilities, the manager will be permitted to retain this income. Managers are responsible for ensuring that taxes are paid on income from external bodies.
14. Unless the University has exercised its right to retain any payment which would otherwise be paid to the manager by the external body (paragraph 13), travelling and subsistence expenses should be claimed from the external body in accordance with its own policies (rather than from the University). The only exception will be where a manager combines a business trip for the University (eg a meeting in London) with a meeting of the external body.

Record Keeping and Reporting

15. A register of external activities approved under this policy will be maintained by the Vice-Chancellor's Office and Registrar and Secretary's Office.
16. External activities undertaken by members of the Vice-Chancellor's Executive Group will be reported each year to Remuneration Committee with details of amounts paid (excluding expenses).
17. External activities undertaken by other managers within the scope of this policy will be reported each year to the Professorial and Senior Salaries Committee with details of amounts paid (excluding expenses).
18. Only income retained by the Vice-Chancellor will be publicly disclosed in the annual Financial Statement³.

Approved by Remuneration Committee, April 2018

² The University recognises the many external roles, for example Non-Executive Directors of NHS Trusts, may require a commitment of more than 12 days each year. These requests will be referred to the Remuneration Committee for approval and will be assessed against the other criteria in paragraph 9.

³ Under current regulatory requirements, which may change from time to time.