

Work for Outside Bodies Policy

1. Introduction and Purpose

- 1.1 The University of Manchester recognises the value of its employees undertaking Work (and/or appointments) for Outside Bodies, providing it does not conflict with their contractual obligations (including the “Exclusivity of Service” clause) or interfere with their agreed duties or role within the University.
- 1.2 Such work is an important channel through which the knowledge and expertise residing within, and developed by, the University can be transferred to business, the public and voluntary sectors, and the wider community. The University also recognises the value of its employees making a wider contribution to public life and citizenship.
- 1.3 However, Work for Outside Bodies, may expose the University to risks, including unauthorised use of University resources, potential legal liability, conflict of interest, and damage to the University's reputation. The University must ensure compliance with its rules, including the Financial Regulations and Procedures. This policy therefore protects the University's interests, resources, and reputation by clarifying the rights and obligations of employees with respect to Work for Outside Bodies.
- 1.4 This policy:
 - defines what constitutes Work for Outside Bodies and;
 - clarifies that employees are required to disclose **all** Work for Outside Bodies before engaging in the activity to the Head of Department/Division or other appropriate Manager **and** via the [Register of Interest Declaration](#) process and;
 - establishes when “formal approval” (before engaging in Work for Outside Bodies) is required, the necessary approval process, and the ongoing obligations that employees have when conducting such work.
- 1.5 This policy does not form part of any contract of employment and may be amended at any time.

2. Scope

- 2.1 This policy is primarily applicable to all University employees grades 6 or above including any employee on any extended leave authorised by the University and honorary title holders when the work they perform uses the University's name, logos, visual assets or facilities.
- 2.2 If an employee is performing a role and their grade is between 1 – 5, this policy will only apply where:
 - a. the conduct of the relevant work performed for an outside body may affect or impair their ability to fulfill the requirements of their role with the University;
 - b. the work performed for an outside body generates a potential, perceived or real conflict of interest.

If any of the above applies, the employee is required to follow the disclosure and approval process detailed in this policy before the outside work commences.

- 2.3 Work for Outside Bodies is defined in Section 3 and **does** include Private Consultancy activity (Section 4). University Consultancy activity is **not** within the scope of this policy. The University has a separate [University Consultancy Policy](#) and therefore any employee wishing to participate in University Consultancy activity must refer to that policy.
- 2.4 All Work for Outside Bodies **must be disclosed**, meaning that employees must complete the [Register of Interest Declaration](#) process and submit notification of the outside work/appointment to the relevant Head of Department/Division (or appropriate manager) **before** engaging in the activity. However, specific activities **also** require formal approval. Section 9 indicates when specific formal approval for Work for Outside Bodies is required and the approval process that must be completed **before** any activity commences.

3. Definition of Work for Outside Bodies

- 3.1 The term Work for Outside Bodies applies, whether or not personal remuneration is involved, to activities (including work and/or appointments) which:
- 3.1.1: an employee carries out within or related to their professional field, and which are additional to the teaching, research or other requirements of the individual's University appointment; and/or
 - 3.1.2: are not directly related to the professional expertise of the employee, but which potentially, or in practice, involve calls upon the individual's time, or energies, or impinge upon the individual's employment with the University, or reputation, standing or performance of the University in some other way, for example, through a potential actual or perceived conflict of interest.
- 3.2 This definition **includes** private consultancy, any work for University spin-out companies, external organisations, and other engagements with a third party, as well as membership of government and public organisations and work undertaken for other educational institutions. This definition, however, **does not** cover paid or unpaid voluntary activity during working hours. Employees should refer to the Volunteering Policy for further information.
- 3.3 For the purposes of this policy, Work for Outside Bodies does not include research undertaken on behalf of, or funded by, an external sponsor through a research grant or contract where undertaking such research is a requirement of an individual's University appointment provided that no payment is made to the individual for such research other than their normal University salary. A helpful decision tree to determine if the scope is research or consultancy can be found by clicking [here](#).
- 3.4 Work for Outside Bodies does not include similarly funded arrangements for work such as CPD where **it is part** of the University's portfolio of credit-bearing and non-credit bearing courses and programmes, Services or curriculum design.

4. Private consultancy

- 4.1 Consultancy work can be undertaken in one of two ways: as a University consultancy or as a Private consultancy. Full guidance and advice for academics wishing to undertake University consultancy activity is outlined in the [University Consultancy Policy](#).
- 4.2 Private consultancy is where an employee contracts with an external client to provide consulting services in their own time in a personal and private capacity. For the purposes of this policy, private consultancy is to be included within the term Work for Outside Bodies as per definition in Section 3.
- 4.3 Private consultancy arrangements cannot benefit from the support of the University nor use any of its facilities or resources (including but not limited to University logos and visual assets).
- 4.4 Private consultancy is not covered by the University's professional indemnity insurance (see Section 11 below), and so personal cover must be taken out. The University will not accept liability if the external client seeks any redress. Employees undertaking private consultancy must be aware that they will have personal liability in the event of any problems arising.
- 4.5 The University does not have any involvement in or administering any tax or other arrangements arising out of a private consultancy arrangement nor is it responsible for any liabilities (including but not limited to tax) created by private consultancy work. It is the individuals responsibility to address all such matters directly.

5. General Principles

- 5.1 Work for Outside Bodies must be academically and professionally appropriate; it must not bring the University's good name into disrepute, be inconsistent with the University's Charter and/or endanger its charitable status.
- 5.2 Work for Outside Bodies is always subject to the [University Intellectual Property Policy](#) as well as any contractual obligations associated with 3rd party external funding and where required written approval must be obtained from a relevant sponsor.
- 5.3 No Work for Outside Bodies may be undertaken which implies any contractual obligations with a third party on the part of the University unless the University has fully agreed to such obligations.
- 5.4 Any work for Outside Bodies must strictly align with nationality and visa status conditions as depending on nationality or visa status, certain activities may not be permitted, and engaging in illegal work can result in severe repercussions. The [Global Mobility Team](#) can be consulted for further guidance.
- 5.5 In cases where the outside body requests the individual to perform activities overseas, employees are reminded that University duties cannot be carried out from overseas locations without prior authorisation. Any requests to perform UoM duties from outside the UK must be submitted to the Global Mobility team for assessment and approved by the Dean or Registrar.

6. Roles and Responsibilities

- 6.1 It is the responsibility of all employees:

6.1.1 to comply with the necessary disclosure and/or approval processes in accordance with this policy;

6.1.2 where required, to provide all relevant supporting information to the person responsible for approving the request during the approval process;

6.1.3 to review all parallel commitments and contractual terms with any relevant external 3rd party funding, seek any additional necessary approval and determine if any actual or perceived conflict of interest is appropriately considered;

6.1.4 to comply with ongoing obligations when engaged in Work for Outside Bodies and proactively inform the appropriate person if any circumstances change which may impact the initial approval granted and engage in the annual review process to ensure that any Work for Outside Bodies remains appropriate;

6.1.5 to ensure that any approved Work for Outside Bodies does not adversely affect teaching, research or other academic/professional services related duties;

6.1.6 to complete the [Register of Interest Declaration](#) process for all outside work activities before such activities commence;

6.1.7 to provide notification to the appropriate outside body before any contract is entered into that they are not acting as a representative of the University (as per Section 14 and Appendix 2);

6.1.8 to not use the University's name, logos or intellectual property in connection with the negotiation of any contract or the provision of Work for Outside Bodies.

6.2 It is the responsibility of all relevant authorisers:

6.2.1 to carefully review, consider and approve requests in strict accordance with this policy and retain a record of approved requests in line with Section 17;

6.2.2 to take all reasonable steps to ascertain that the request does not:

- bring the University into disrepute
- put the University at financial risk
- involve an unacceptable, actual or potential conflict of interest that cannot be effectively managed to negate the risk
- detrimentally impact the wellbeing or health and safety of the employee (e.g. by working excessive hours to meet their UoM contractual duties and perform the required work for outside body);

6.2.3 to seek the appropriate and proportionate advice from relevant departments within the University (which will be dependent on the nature of the work for outside body request, and any potential contractual obligations but should include areas such as [Export Control](#)) to make a considered, informed decision and determine if it is appropriate to approve the Work for Outside Bodies request;

6.2.4 to review any approved ongoing Work for Outside Bodies requests with the employee on an annual basis to ensure the decision remains appropriate.

7. Disclosure of Work for Outside Bodies

7.1 **All Work for Outside Bodies** (as defined in Section 3) **requires disclosure** to the Head of Department/Division or other appropriate Manager (even if approval is not required) **and** via the [Register of Interest Declaration](#) process before the outside work commencing and a record of the disclosure is retained in line with Section 17.

8. Work for Outside Bodies Not Normally Requiring Formal Approval

8.1 The following is an indicative, but not exhaustive, list of Work for Outside Bodies for which approval from the University is not normally required and disclosure as per Section 7 is sufficient.

- work for royal colleges, national academies, and similar outside bodies where this is a normal expectation of professionally qualified employees in medicine, dentistry, nursing and related medical areas;
- professional work involving academic scholarship. This includes (but is not limited to):
 - REF panel member;
 - TEF panel member;
 - the authorship/editorship of books, articles and journals, technical or literary advice, reviewing, refereeing, external examining;
 - public lecturing and broadcasting connected with employee's professional field;
 - editorship of books, articles or journals coupled with whole or part ownership of the relevant book or journal by the employee;
 - offering ad hoc comment or opinion to inform media discussion in an area in which the employee has professional expertise- this may include social media discussions, but employees are required to adhere to the University Social Media Policy;
 - advising learned societies and charities generally when undertaken outside work hours and at no cost to the University;
 - member of educational bodies such as School or College Governors.

8.2 If there is any doubt about whether or not approval is required, or if a significant fee is associated with the any of the work indicated in 8.1, employees should discuss this with their manager/ Head of Department/Division as appropriate and if necessary, seek approval.

9. Work for Outside Bodies Requiring Formal Approval

9.1 There are specific outside work activities that require **formal approval**, and the following is an indicative, but not exhaustive, list of Work for Outside Bodies for which prior written approval from the University is required, the process for which is set out in Section 13.1:

- the supply of goods or services to an outside body;
- provision of Continuing Professional Development, teaching or training, where **this is not part** of the University's portfolio of credit-bearing and non-credit bearing courses and programmes;
- employment by outside bodies;
- membership of a Research Council, Government or similar committees or a Non-Departmental Public Body;
- private consultancies;
- directorships of companies (including University spin-out companies);
- partnerships of any kind;
- private professional practice (including private medical practice);
- honorific appointments
- regular journalistic work; and
- public service and appointment as a:
 - magistrate (Justice of the Peace);
 - member of local authority or police or fire authority;
 - member of national or the European Parliament;
 - member of a statutory tribunal;
 - member of NHS bodies, including Boards of Health Trusts, Primary Care Trusts and Strategic Health Authorities;
 - member of a prison visitors or prison visiting committee; and

9.2 Employees should also refer to the [Public Service Leave Policy](#) and [Employee Volunteering Policy](#) for advice and guidance relating to public service leave and volunteering activities and the necessary approval procedure.

9.3 Employees should refer to the [University Consultancy Policy](#) for advice and guidance relating to the University Consultancy process and necessary approval procedure.

9.4 Considerations for Formal Approval

9.4.1 The following is an indicative, but not exhaustive list where formal approval **may not** be granted where (as determined by the University):

- a. the capacity of the employee to perform their contractual duties competently and safely is, or may be, adversely affected; or
- b. it would create, or is likely to create, an adverse consequence for the University or otherwise affect a legitimate interest of the University; or
- c. the employee's involvement in the Work for an Outside Body is likely to create a negative impact or hostile work environment or otherwise adversely affect morale of colleagues reasonably affected or impacted by the employee's involvement in the work for an outside body or the outside work itself; or

- d. there is the potential for the Work for an Outside Body to be perceived as affiliated or associated with the University in circumstances where the University does not wish to be affiliated or associated with the outside work; or
- e. the reputation, standing or performance of the University (or any part thereof) is, or may be, adversely affected; or
- f. a risk for the University exists or may be created in the course of performing the outside work and the risk cannot be effectively managed.
- g. a conflict of interest occurs or may reasonably be likely to occur in relation to the work for an outside body, including but not limited to:
 - i. where it could be in competition with the University; or
 - ii. where the University wishes to pursue the work; or
 - iii. where the work would impact on the University's ability to pursue other work;

9.5 The University reserves the right to withdraw approval if there is reasonable belief that it is;

- a. impacting upon the employee's ability to perform their duties and/or;
- b. posing an unacceptable risk or impact to the University/Faculty/School/Directorate, and/or
- c. no longer meeting the criteria for approval of Work for Outside Bodies in line with this policy.

9.6 Where approval to undertake work for an outside body is granted, and it is an ongoing commitment, this will be subject to an **annual review** by the appropriate authoriser with the employee to ensure the decision remains appropriate.

10. Conflicts of Interest

10.1 As a public body, the University has a duty to conduct its affairs in a responsible, ethical and transparent manner and to comply with the requirements of funding bodies and the standards in public life as outlined in the reports of the [Nolan Committee](#).

10.2 It is an employee's responsibility to recognise actual conflicts of interest or those situations that might reasonably be seen by others to give rise to a conflict of interest, and pro-actively declare any such risks to ensure the University can manage such conflicts appropriately.

10.3 Therefore, where an employee has undertaken or undertakes any outside work for a third party or has an ongoing interest in or beneficial relationship with a third party which would lead to an actual or perceived conflict of interest, they must not be involved in any decisions regarding purchasing, sales, employment, ownership of assets (including Intellectual Property) or any other contract between that third party, its staff and the University.

10.4 Work for Outside Bodies must be conducted within the [University Code of Conduct](#) (see Ordinance VIII) and [Financial Regulations and Procedures](#) governing conflict of interest and conflict of commitment. These may also apply if the work for an outside body is for a company or other body in which a family member is employed or has an interest.

- 10.5 Employees must, prior to commencing any Work for Outside Bodies also declare in the [Register of Interest Declaration](#) process any outside or other personal interest that may compromise or might be reasonably deemed to compromise impartiality, conflict with duty as an employee or could potentially result in a conflict of interests leading to private benefit.

11. Professional Indemnity and Insurance

- 11.1 The University will not provide professional indemnity insurance for an employee undertaking or involved in:
- private consultancies;
 - directorships of companies (except where such directorships are held in pursuit of the University's business);
 - partnerships (except when in pursuit of the University's business);
 - employment by outside bodies; and
 - private professional practice.

Please note that the above is an indicative, not exhaustive, list.

- 11.2 Employees are required to indemnify, and keep indemnified, the University against all costs, claims, damages or expenses incurred by the University or for which the University may become liable because of the work for an outside body.
- 11.3 The University's Professional Indemnity, and similarly all other University insurance policies, only provide cover for University employees when they undertake activities to fulfil their roles and responsibilities within their job specification and any other activities at the instructions of the University. Therefore, the University **will not provide insurance** for any Work for Outside Bodies. Employees must take out professional indemnity insurance and any other relevant insurance (e.g. business travel) to cover their liability for Work for Outside Bodies.
- 11.4 The holding of a University post in a particular discipline could, in certain circumstances, be held to be prima facie evidence of professional competence in that discipline. Therefore, in all circumstances where permission is sought to Work for Outside Bodies, the University will require assurance that adequate and relevant personal insurance cover is/has been obtained to insure against potential risks, and will wish to have sight of valid policies, before permission is granted. Queries should be addressed to Insurance@manchester.ac.uk via the Directorate of Compliance and Risk.

12. Taxation and record-keeping

- 12.1 Employees may retain the income from Work for Outside Bodies and in all circumstances, employees must declare any income from Work for Outside Bodies on their relevant tax returns to HM Revenue and Customs (HMRC). The University has no obligation or responsibilities for any such declarations. However, the University reserves the right to inform HMRC of any case where it becomes aware that any employee has failed to report income from private consultancy or other outside work.
- 12.2 Employees undertaking Work for Outside Bodies must be aware of the current threshold for compulsory VAT registration and when required account for VAT directly to HMRC on all supplies of goods and/or services that they make.

- 12.3 Employees undertaking Work for Outside Bodies are responsible for maintaining their own accounting records in order to make such returns. The University does not provide book-keeping services and such transactions are outside the scope of the University's finances therefore any billing and accounting **must not be done** through the University.
- 12.4 It is the responsibility of any employee who engages in any outside work activity to familiarise themselves and ensure adherence to IR35 & HMRC legislation and compliance. Employees should also ensure adherence to the [University Financial Regulations and Financial Procedures](#).

13. Process for the Approval of Outside Work

- 13.1 Employees wishing to undertake Work for an Outside Body for which formal approval is required (as set out in Section 9) **must** obtain prior written permission from the appropriate authoriser (as set out in the table in Appendix 1), using the [Application to Undertake Work for Outside Bodies - Approval Form](#).
- 13.3 Employees must update or complete the [Register of Interest](#) once approval is gained.
- 13.4 For University Consultancy approval please refer to the [University Consultancy Policy](#). This activity will require a contract which will be managed by the Business Engagement Team with input from the Contracts Team.

14. Employee obligations once approval has been obtained and before Work for Outside Bodies commences

- 14.1 Employees must make it clear **before** any contract is entered into with a third party, that the Work for Outside Bodies is being performed in their private capacity and is not otherwise associated with, or endorsed by, the University. Employees undertaking Work for Outside Bodies must not:
- state or imply that they are acting on behalf of the University. A suitable letter template for this purpose is detailed in Appendix 2 (which **must not** be issued on University letterhead as per 14.2).
 - commence such work until the relevant third party acknowledges receipt of the letter and confirms their acceptance of its contents. This must be retained by the employee and made available to the University on request.
- 14.2 Letters, invoices, and all other documents in connection with the Work for Outside Bodies **must not** include the University's letterhead, logo, name, address or University telephone numbers.
- 14.3 Any correspondence should normally be sent to an employee's private address. An exception may be allowed in special circumstances, providing:
- the arrangement is approved by the person authorising the Work for Outside Bodies;
 - all documents are addressed "care of" the University; and

- the relevant outside body has agreed in writing that the University has no legal liability for the contents.

15. Use of University resources

- 15.1 Aside from incidental use (e.g. very limited use of telephone, Internet and/or photocopying), employees must not use any University resources (e.g. facilities, equipment, materials and/or the services of other employees) for any Work for Outside Bodies.
- 15.2 Any incidental usage must comply with the [University IT policies and guidelines.](#)

16. Intellectual Property

- 16.1 The [University Intellectual Property Policy](#) applies at all times for all Work for Outside Bodies.
- 16.2 Employees must not use any University intellectual property in connection with the negotiation or provision of any contract for Work for Outside Bodies.
- 16.3 If in doubt, seek advice from the University's Contracts Team or University of Manchester Innovation Factory (UMIF).

17. Data Protection

- 17.1 All outside work applications and approvals must be managed in line with the provisions of the [Records Retention Schedule](#).
- 17.2 The relevant Faculty Department/Division should retain the approved outside work application forms for the period required for annual monitoring and reporting purposes.
- 17.3 Any disclosures should be retained by the faculty or Department/Division in line with the Records Retention Schedule.

18. Consequences of Non-Compliance

- 18.1 Failure to disclose or obtain prior written approval for Work for Outside Bodies as required by this policy is regarded as a disciplinary matter and subject to the University's disciplinary procedures.
- 18.2 Unauthorised use of University facilities, materials or property could constitute serious misconduct and/or theft, and may be reported to the Police.

Version amendment history		
Version	Date	Reason for change
3	July 2024	Separation of Consultancy and Outside Work Policy

Document control box	
Policy / Procedure title:	Outside Work Policy

Lead contact email	Brooke.foulger@manchester.ac.uk
Date updated:	March 2025
Approving body:	People Committee
Version:	2
Supersedes:	Policy on Outside Work and Consultancy
Previous review dates:	July 2014
Next review date:	March 2027
Equality impact outcome:	Low
Related Statutes, Ordinances, General Regulations:	Ordinance XVIII Ordinances (The University of Manchester) Financial Regulations and Procedures governing conflict of interest and conflict of commitment.
Related policies/procedures/guidance etc.	Public Service Leave Policy University Consultancy Policy Intellectual Property Policy Acceptable Use Policy Social Media Policy Handy Guide to Register of Interest Employee Volunteering Policy
Policy owner:	People and Organisational Development
Lead contact:	Policy Manager

Appendix 1:

Table of Authorisers

Authoriser	Employee
Chair of the Board of Governors	President & Vice Chancellor
President & Vice Chancellor	Registrar, Secretary and Chief Operating Officer, Deputy President, Vice Presidents and Deputy Vice Chancellor
Vice President of Social Responsibility	Directors of Cultural Assets
Faculty Dean	Heads of School, Research Institute Directors and Vice Deans
Registrar, Secretary and Chief Operating Officer	Members of the PS Leadership Team
Director of Faculty Operations	Faculty PS Leadership Teams, Head of School Operations, Functional Heads

Heads of Department/Division	Academic Employees(excluding HoD's/HoS, Deans)
Head of School	Heads of Division/Department
Head of School Operations	All employees that are line managed by Head of School Operations
Appropriate PS Directorate Director	Technical Employees
Directors of Cultural Assets	Those who are line-managed by the Director of the Cultural Asset
Head of Directorate	Professional Services Employees

Appendix 2:

Disclaimer Letter 1: To be sent to the relevant outside body before a contract is entered into

"To whom it may concern

Title of Private Consultancy / "Work for Outside Bodies"

With reference to our previous discussions and correspondence, I must point out that, whilst my employer, The University of Manchester, allows its employees to undertake private consultancies / Work for Outside Bodies nevertheless, once its approval has been given, it exercises no control or supervision over the actual performance of the work. Consequently, the University cannot accept responsibility or any liability for the work which I do or the advice which I give in connection with it. This is given in a personal and private capacity.

Please acknowledge in writing the receipt of this letter and acceptance of the position.

Yours faithfully"