



# Consultancy

Bath Spa University values consultancy and is committed to encouraging and supporting staff in this work.

## What is consultancy?

Consultancy is the application of expertise to the service of a paying client. Examples of consultancy include:

- The development of a new product, technique, or information required by the client;
- The production of commissioned artwork, literature or musical composition;
- Acting as an expert witness.

The University distinguishes between two kinds of consultancy:

## University consultancy

This is consultancy activity in which the member of staff acts as a representative of the University, uses University time and resources. They will be fully supported by the Knowledge Exchange Hub, from drawing up a contract to invoicing the client. Use of University facilities including letterhead, email and liability insurance are also covered by University consultancy. The consultant may claim up to 60% of consultancy income after costs.

Staff may perform up to 35 days of consultancy per year, or more by arrangement with their Dean of School.

## Private consultancy

This is consultancy in which the member of staff does not act as a representative of the University, does not use University time, or resources. The University is not liable for their work, and it will not claim any income from private consultancy.

Staff who practice privately are required to submit an annual return to the University stating they understand the University will not be liable for their private consultancy.

## Facilities and support

	University Consultancy	Private Consultancy
Access to University facilities including office/studio space, letterhead, email and telephone	Yes	No
Support from the KE Hub including a contract, fee negotiation and invoicing	Yes	No
Professional liability insurance	Yes	No
Use of income	Income may be paid through PAYE and used for personal benefit – or – may be paid into a tax-free Personal Development Fund and used for professional benefit.	Income may be paid directly into private accounts and used for personal benefit.

## Example of income sharing

	University Consultancy	Private Consultancy
<b>Total Income</b>	£1,000	£1,000

	<b>University Consultancy</b>	<b>Private Consultancy</b>
<b>After 20% University top slice</b>	£800	N/A
<b>40% payment to the School</b>	£320	N/A
<b>Consultant's income after 40% tax (If taken through PAYE)</b>	£288	£600
<b>Consultant's income after 0% deductions (If taken through Personal Research Fund)</b>	£480	N/A

\*All calculations are approximate and are based on higher rate tax at 40%, without any deduction for National Insurance or pension contributions.

## FAQs

### **How do I start a University consultancy project?**

Once you have identified a piece of consultancy that you would like to undertake, please fill in a form.

For University consultancy please complete the University Consultancy Form  
 For private consultancy please complete the Private Consultancy Form. Note, this form only needs to be returned once per academic year. Once returned, no further action is needed.

These forms are available from the Knowledge Exchange pages on the Hub and should be completed in partnership with your head of department or designated alternate.

### **Could I get any income from undertaking University consultancy?**

Income from University Consultancy, once costs for materials, travel and subsistence etc

have been deducted is split three ways, subject to approval by the Dean:

The University uses the first 20% in order to cover the cost of supporting staff. The remaining income is shared between the School and the consultant in a ratio up to 40:60. This means that the School is able to support those colleagues whose are asked to spend more of their time undertaking consultancy and therefore require cover for their existing commitments.

The consultant may choose to take their share of the income in one of two ways:

- **PAYE** - income will be paid as part of your salary. Tax, National Insurance and pension contributions will be deducted as appropriate.
- **Personal Development Fund (PDR)** - income is paid to the School into a fund ring-fenced for your use and no tax, NI or pension costs are deducted. You may use the PDR for professional purposes e.g. for teaching buy-out to conduct research, for conference attendance, to take colleagues or students to conferences, to buy software for your office computer. You may not use the money for personal gain e.g. to pay for spousal attendance at conference destinations.

**Does the University collect information about any of my private consultancy activity?**

No, it does not. It does not know how frequently you practise, the names of your clients, nor your private income.

The only data it holds are the Private Consultancy Forms that are returned annually. The form ensures that you understand the limitations of the University's support and liability for your private work, and that your private projects cannot compromise your ability to fulfil the terms of your University contract.

**I produce artistic outputs, musical compositions, novels or similar; are these classed as consultancy and will I be required to share any income with the University?**

If these consultancy projects are brokered by the University, involve the exceptional or unauthorised use of University resources, or are undertaken during contracted University working hours then they are classed as University consultancy - the appropriate process should be followed and income split accordingly. If you are commissioned in a private

capacity or through your agent, and you wish to fulfil the project without University resources, then this is classed as private consultancy – no University support will be provided, nor will the University claim any income.

### **Does this policy change the terms and conditions of my contract?**

No, the policy is non-contractual and does not represent a change to your contract. It will be treated in the same way as any other University Policy.

## **Further information**

This document should only be used to provide an overview of the role of consultancy at Bath Spa University. Any questions regarding intellectual property should be sent to the Knowledge Exchange Hub by emailing [knowledge.exchange@bathspa.ac.uk](mailto:knowledge.exchange@bathspa.ac.uk).

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Completed forms should be submitted to the Knowledge Exchange Hub.



