

PN4 : PAYMENT BY INTEREST GROUPS FOR SPECIALIST EXPERTISE (PAID TUTORS)

1. Interest groups (groups) established by Exmouth and District U3A (the U3A) shall normally rely upon members of the respective groups for all relevant expertise to enable them to pursue their particular interests. This concept is in accordance with the ethos of the U3A.

2. Exceptionally, interest groups may buy in specialist expertise to support group activity subject to the following conditions:

a) specialist expertise necessary to enable the group to function effectively cannot be provided by members of the group.

b) groups making use of specialist expertise shall be organised and run by a U3A member at all times

c) a contract be completed incorporating the requirements set out in section 3 below.

3. The arrangements with the specialist (hereafter called tutors) are to include the following:

a) a written agreement or contract for the services specifying full contact details of the tutor, NI number, Unique tax reference number, dates and times of the sessions, venue, cost of venue and cost per session per member

b) the tutor must be self employed, responsible for their own tax and national insurance.

c) no payment to the tutor if the class does not go ahead

d) the tutor to be responsible for the content of the session

e) all equipment to be supplied by the tutor (except personal items such as suitable clothing, shoes, yoga mats etc)

f) the tutor to have public liability insurance cover

g) copies of professional qualifications to be supplied

4. The groups coordinator to be responsible for completing the contract arrangements each year.

5. The committee shall keep under review which groups use paid tutors.

6. Interest groups may occasionally pay for speakers for specialist subjects or for expert guides for outside visits where these are relevant to the particular group. These arrangements must be infrequent and must not be a regular commitment. No payment must be made to a member of a U3A at any time.

Note: Committee agreed on 7 March 2018 to continue with the existing paid tutors subject to adopting the Third Age Trust guidance set out in paragraph 3 above.

This amended policy was approved on 12 September 2018.

Signed

Date