

# **Radlett & District U3A**

## **Procedures for the Retention of Paid Tutors**

### **Default U3A principle**

The U3A ethos is that there should be no distinction between those who learn and those who teach. Normally, study groups and other activities are enabled and led by Radlett & District U3A (R&DU3A) members, who make no financial gain from their contribution.

However, R&DU3A could not meet all demand from within our own ranks. For some activities it has been necessary to call in expertise from outside R&DU3A, otherwise it could not take place.

### **Paid speakers**

There is precedent and understanding that U3As will often pay reasonable fees to speakers for one-off presentations at their general meetings. This greatly enhances the range of topics that can be offered and increases the interest and stimulation for our members.

### **Study Groups**

For Study Groups the R&DU3A Executive Committee (EC) have authorised the retention of paid tutors for regular meetings / courses, where the study group or activity could not otherwise take place. Continued authorisation will be subject to evidence of the following:-

1. The tutor is not a member of any U3A. (No payments will be paid to members of R&DU3A or any other U3A for services rendered to R&DU3A)
2. There is no R&DU3A member who is qualified, willing and able to provide the equivalent instruction or service (unpaid).
3. The tutor is registered with HMRC as self-employed for tax and national insurance purposes.
4. The self-employed status has been verified, by the Study Group Co-ordinator (SGC), using the HMRC employment status indicator facility, available online at <http://www.hmrc.gov.uk/calcs/esi.htm> and the calculation report with its ESI reference number placed on file and kept by the SGC.
5. The tutor has provided R&DU3A with his/her national insurance number, (which is to be placed on file and kept by the SGC in case communication is required with HMRC).
6. The tutor has provided evidence of qualification and expertise appropriate to the activity. This will be placed on file and kept by the SGC
7. The SGC will write to the tutor stating the need for the tutor to carry out a health and safety risk assessment prior to providing instruction.
8. The tutor has provided evidence of Professional Indemnity and Public Liability insurance. This will be placed on file and kept by the SGC
9. The participating members of the study group are individually willing to pay the tutor's fee, and pay the tutor directly. The tutor will set the amount charged and collect all fees. From these the tutor will pay for all study group costs, including premises charges, insurance and equipment.
10. Consequently, no income or expenditure for the study group activities will pass through the R&DU3A accounts.
11. Shortfalls will not be covered by R&DU3A.

12. A study group leader, who is a R&DU3A member, will take responsibility for administering the study group:
  - a. providing a single point of contact for the Study Group Co-ordinator (SGC),
  - b. providing a single point of contact for the tutor to set and communicate meeting dates etc.,
  - c. administering the study group activities by advertising in the Newsletter, website etc. and
  - d. monitoring that all participants are R&DU3A members or are a member of another U3A if members of that U3A are allowed in the group.
13. The study group leader will receive no income or benefit in kind.

The study group must not operate until the EC has received the necessary evidence and has authorised the activity and the use of a paid tutor.

Authorisation will be reviewed annually, at the EC's discretion, requiring that fresh evidence be provided of the tutor's registration, insurance and qualifications.

If a paid tutor is replaced, fresh authorisation must be requested from the EC.

### **Authority**

The EC will delegate the assessment of evidence to the Study Group Co-ordinator and take recommendations from that delegate. However, the authority to allow or disallow a R&DU3A Study Group to operate with a paid tutor is vested exclusively with the EC.