

Watford Park 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 WPU3A members, who make no financial gain from their contribution.

However, WPU3A cannot meet all demand from within our own ranks. For some activities it is necessary to call in expertise from outside WPU3A, otherwise it could not take place. Failure to do this would impoverish the range and choice of WPU3A activities available and restrict the learning opportunities available to each WPU3A member.

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 WPU3A EC may authorise the retention of paid tutors for regular meetings / courses, where the study group or activity could not otherwise take place. Authorisation will be subject to evidence of the following :-

1. The tutor is not a member of WPU3A. (No payments will be paid to members for services rendered to WPU3A)
2. There is no WPU3A 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 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.
5. The tutor has provided WPU3A with his/her national insurance number , (which is to be placed on file in case communication is required with HMRC).
6. The tutor has provided evidence of qualification and expertise appropriate to the activity.
7. The tutor will 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.
9. The participating members of the study group are individually willing to pay the tutor's fee, and pay the tutor directly. (This establishes there is both a demand by the members for the service and willingness to pay the fee level being charged by the tutor).
10. The tutor will pay for all study group costs, from the fee income received.
11. Consequently, no income or expenditure for the study group activities will pass through the WPU3A accounts.

12. A study group leader, who is a WPU3A member, will take responsibility for administering the study group:
 - a. providing a single point of contact for the EC,
 - b. liaising with the tutor to organise meeting dates etc.,
 - c. administering the study group activities by advertising in the Newsletter, website etc.
and
 - d. monitoring that all participants are WPU3A members.
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 may be reviewed from time to time, at the EC's discretion, requiring that fresh evidence be provided for the study group.

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

Authority

The EC may delegate the assessment of evidence (for example to the Study Group Co-ordinator) and take recommendations from that delegate. However, the authority to allow or disallow a WPU3A Study Group to operate with a paid tutor is vested exclusively with the EC.

David Cadd

Approved by the Executive Committee on 7th April 2015