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External Work and Income Policy and Procedures

1. SCOPE AND PURPOSE

- 1.1 These policy and procedures apply to the holders of senior posts, currently defined by the Board as all members of the University Executive Team, including the Vice-Chancellor, and the Clerk to the Board.
- 1.2 These policy and procedures must be followed when considering whether it is appropriate for the holders of senior posts to undertake external work and/or retain income from external activities during their employment by BU.
- 1.3 It is a requirement of the Higher Education Senior Staff Remuneration Code (published by the Committee of University Chairs) that BU has an explicit policy published in relation to income derived from external activities. The Code states that there should be a clear and justifiable rationale for the retention of any income generated by an individual from external bodies in a personal capacity.

2. KEY RESPONSIBILITIES

- 2.1 Remuneration Committee has delegated authority on behalf of the Board for the grading and determination of the pay and conditions of service for the holders of senior posts and therefore will be responsible for approving this policy and procedures.
- 2.2 Remuneration Committee approval will also be required for any payments retained under this policy.
- 2.3 All holders of senior posts and their line managers are responsible for ensuring they are compliant with this policy and procedures.

3. LINKS TO OTHER BU DOCUMENTS

- 3.1 The terms of reference of Remuneration Committee are published on the BU website and each year the Committee is required to make an annual report to the Board on Remuneration which will also be published. This policy and procedures will also be published on the BU website.

Policy

- 3.2 Remuneration Committee recognises that it can be in the best interests of the University for the holders of senior posts to engage in some external work activities where they are directly aligned and contributing to the University's charitable purposes. The activity may also be of benefit to the individual's development in their role at the University and therefore of benefit to the University.
- 3.3 In all cases the time commitment and the possible impact on the University and any conflicts of interest must be evaluated carefully.
- 3.4 Examples that might be considered to fall under 3.2 are appointments to sector relevant bodies and/or partner institutions. It is also recognised that academic publishing, external examining and/or teaching at other institutions may be appropriate for some roles.
- 3.5 External work activity must only be undertaken with the following approval:
- 3.6 For external work activity by members of the University Executive Team the approval of the Vice-Chancellor is required.
- 3.7 For external work activity by the Vice-Chancellor the approval of the Chair of the Board is required.
- 3.8 For external work activity by the Clerk to the Board the approval of the Chair of the Board is required. Where the Clerk to the Board also holds another role at the University line management approval would also apply.
- 3.9 **In addition to the above approvals** where the contract of employment of the holder of a senior post requires Board approval for a particular activity or activities that approval shall be required from Remuneration Committee which has delegated authority on behalf of the Board.
- 3.10 The retention of income by an individual would be exceptional. The reimbursement of reasonable expenses incurred in undertaking unpaid roles is acceptable and does not require approval under 3.11 provided that the reimbursement is made to the party incurring the cost and that activity has the required approvals under 3.6 to 3.9 above.
- 3.11 **In all cases** if the activity involves proposed retention of external fees (other than the reimbursement of reasonable expenses under 3.10) by the individual this would require Remuneration Committee approval in advance of the activity being undertaken. If giving approval Remuneration Committee would need to record a clear and justifiable rationale for the retention of any income by the individual and why it was an exceptional case.

- 3.12 The only exemption to paragraphs 3.9 and 3.11 above is the retention of royalties from academic publishing where it is agreed by Remuneration Committee on appointment that that is appropriate to the role.

Procedures

4. Approvals

- 4.1 Requests for approval under 3.6 to 3.9 above must include the following:
- full details of the role and activity
 - the start date, the expected time commitment and expected end date
 - an explanation of why it is in the best interests of the University
 - any payments or other benefits expected to be received by the University or the individual.
- 4.2 All approvals of external work activity must be in writing. Approval may be withdrawn at any time if it is no longer in the best interests of the University.
- 4.3 All approvals by Remuneration Committee must be by formal approval of the Committee and documented in accordance with the Board, Senate and Committees' Policy and Procedures.
- 4.4 Amounts received following approval under 3.11 above will be reported annually to the Remuneration Committee and disclosed in the Financial Statements as required by regulatory requirements from time to time.

General

5. REFERENCES AND FURTHER INFORMATION

The Higher Education Senior Staff Remuneration Code (published by the Committee of University Chairs) November 2021 and as updated from time to time.