

# External Income Policy (Vice-Chancellor and Vice-Chancellor's Executive)

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## 1. Introduction

This policy sets out the principles to be applied when undertaking paid appointments to external bodies as a result of a member of staff's position at the University. It is important for the University that senior staff join various bodies and boards and carry out academic, civic and professional responsibilities at other organisations.

It can:

- Enhance the reputation of the University
- Enhance the quality and impact of research
- Support the University's contribution to the economy and society
- Broaden the experience and professional development of staff
- Potentially provide additional income for the University and/or individual

## 2. Aim

The aim is to set out a framework to govern the approval of externally paid income, where income is retained by the Vice-Chancellor (VC) and/or members of the Vice-Chancellor's Executive (VCE).

## 3. Scope

This policy applies to external appointments for the Vice-Chancellor and the Vice-Chancellor's Executive.

## 4. Terms and Conditions

The Vice-Chancellor and members of Vice-Chancellor's Executive must be mindful of their terms and conditions of employment when committing to paid appointments to external bodies as a result of their position at the University.

## 5. Approval process for externally paid appointments

The Vice-Chancellor should discuss any potential externally paid appointments with the Pro-Chancellor in the first instance. The Pro-Chancellor will agree whether any payment should be made to the University or to the Vice-Chancellor, and final approval will be given by the Remuneration Committee.

For members of the Vice-Chancellor's Executive, any externally paid appointments should be discussed with the Vice-Chancellor, and agreement gained on whether any payment should be made to the University or to the Vice-Chancellor's Executive member. Final approval will also need to be given by the Remuneration Committee.

## Process

The following will be considered when giving approval:

- What the role involves
- The time commitment involved and whether this can be managed alongside the core role
- Whether there are any implications which could materially affect the University in its relationships with other bodies
- The extent to which the appointment will develop the skills, understanding, capability and/or profile of the individual
- The extent to which the appointment will promote the interests of the institution and/or the sector
- Whether there are any conflicts of interest
- That an individual's overall level of remuneration (both from the University and that retained from external income) remains fair, appropriate and justifiable taking into account their position at the Open University.

## 6. Publications and disclosure

Externally retained income for the Vice Chancellor will be disclosed and explained in the Annual Remuneration Report to the governing body.

Approved and confirmed appointments for the Vice Chancellor and the Vice-Chancellor's Executive will be included as a note in any Remuneration Committee papers relating to the performance and pay of the individual concerned.

## 7. Equality, Diversity and Inclusion

Policies are inclusive of all Open University staff, regardless of: race, sex, disability, age, religion or belief, sexual orientation, gender, gender identity, gender expression or gender reassignment.

## 8. Useful references

Academic Terms and Conditions  
Academic Related Terms and Conditions  
Conflict of Interest Policy (Governance Intranet)