



THE UNIVERSITY OF THE THIRD AGE
NEWARK AND DISTRICT

Policy on Payments to Speakers & Tutors

- 1 We do not act as an employer in respect of any speaker or tutor and we are mindful of our need to operate within the parameters set by our various Insurers.
- 2 It is our usual practice for modest fees to be paid to speakers and tutors at both general meetings and study/interest group meetings, but only on a one-off basis.
- 3 When speakers request payment to another charity in lieu of their fee, we pay an amount up to the level currently authorised by the Committee.
- 4 It is not our normal practice to use regularly tutors who require the payment of a fee. It is not envisaged that people from outside will be paid to lead a U3A study/interest group.
- 5 It is acceptable to repay legitimate out-of-pocket expenses to a speaker or tutor, whether they are a member or not.
- 6 Before any study/interest group contracts with an outside tutor on a regular basis, the Committee's prior approval must be obtained.
- 7 If the Committee feels it is appropriate in specific circumstances to pay a tutor on a short term basis, then it will require:-
 - i) written assurance from the person in question that they are registered with HMRC as self employed for tax and NI purposes;
 - ii) to know the person's NI number;
 - iii) a copy of the person's public liability insurance certificate showing a sum insured of at least £2 million.

Date accepted as policy by the Committee – 5 January 2011 (Minute 5 (d))