

PERSONNEL SERVICES

University Offices, Wellington Square, Oxford OX1 2JD
Director of Human Resources

PERS(16)06



To: heads of departments and institutions, faculty board chairs,
departmental administrators and faculty board secretaries

Ref. EMS/14

cc. heads of division, divisional secretaries, Director of Conference of
Colleges Secretariat, Head of Consulting Services, Oxford University
Innovation Ltd., Secretary to the Conflict of Interest Committee, Ms
Ruth Kinahan

7 October 2016

Outside appointments – 30 day rule

The University has revised [Council Regulation 5 of 2004](#) and is introducing improved reporting procedures for the holding of outside appointments or consultancies, effective from 1 October 2016. The revised procedures will facilitate gaining of approval in advance for these appointments and ensure that records of appointments are entered on CoreHR.

Guidance on the holding of outside appointments is available on the [Personnel Services website](#).

1. Background

Council Regulation 5 of 2004 states that all University academic and academic-related staff, with the exception of Associate Professors who have colleges as their main employer (see below), shall obtain approval from their head of department or faculty board chairs, in advance, for the holding of any outside appointment and for undertaking other outside activities, including consultancies.

Associate Professors who have colleges as their main employer might be subject to rules within their colleges, but there are no limitations placed upon them by the University with respect to outside appointments, apart from the requirement to follow conflict of interest procedures. However, they are asked to declare any outside appointments annually, in order to provide a complete record of external consultancies provided by Oxford academics.

The Regulations state that approval may be granted for outside work and the holding of outside appointments. The total commitment to such outside work, without any deduction from salary, must not exceed 30 days in any academic year, which is understood to run from October to September.

Approval for cases where the proposed commitment exceeds 30 days may be sought: in such cases the department or faculty board must refer the request to the divisional board, and if it is approved, a deduction from salary will be made, even if the extra days are unpaid, as the employee will spend fewer days working for the University.

The Conflict of Interest Committee has authorised heads of departments and chairs of faculty boards to approve the holding of executive and non-executive directorships and asked that a central record of directorships should be maintained, by gathering this information as part of the 30-day rule process. The Regulations state that approval to hold outside appointments



must always be obtained before work commences, so that any conflicts of interest can be resolved.

The guidance, which is available on the [Personnel Services website](#), clarifies how a day should be calculated, what records should be kept by departments and faculties, what type of appointments are covered by the Regulations, and recommends the amount by which employees' salaries may be reduced if they exceed 30 days in an outside appointment.

2. Action required of departments

Departments and faculties are asked to:

- make all relevant staff aware of the revised procedures that were effective from 1 October 2016;
- ensure that outside appointments have received in advance the approval of the head of department, chair of the faculty board, or head of division, as appropriate;
- circulate a link to the [OA1 form](#) to academic and academic-related staff in October each year, log outside appointments in CoreHR on an ongoing basis (new guidance on recording this information on Core HR (QRG: IP5 will be available shortly. It will be communicated via the HRIS bulletin.) and retain the completed forms in the department's or the division's records; and
- circulate a link to the [OA2 form](#) to academic staff in September each year and enter a nil return in CoreHR for those who have had no outside appointments during the calendar year.

4. Further information

If you have a query about this new policy, please contact an appropriate HR Business Partner.

MR J DUXFIELD

Director of Human Resources.