

1. **Introduction**

The University values external engagement and recognises the importance of this in terms of the benefits it brings to the University, the professional development of staff and our contribution to the academic and wider community.

At the same time, undertaking consultancy work for external parties can create reputational and liability risks for the University and burdens for individual staff members through the requirement for securing professional indemnity and public liability insurance. The aim of this policy is therefore to provide a framework within which to encourage and support such activity and manage these risks and any potential impact on the University.

2. **Scope**

The University of St Andrews Consultancy policy (the Policy) covers consultancy which generates commercial revenues. It does not cover the exploitation of Intellectual Property ([link to IP Policy](#)), contract research or the delivery of Knowledge Transfer Partnerships.

4. Consultancy

There are two potential routes for undertaking consultancy:

University Consultancy: Consultancy work, which is arranged and contracted through the University, via the University's wholly - owned consultancy company StAAR Consultancy Limited (StAARC).

The benefits of delivering consultancy services through StAARC are:

- 4.1.1. **Individuals** - are able to focus on the project and the client relationship without distraction or concerns about contractual terminology or jargon and management of the administrative issues associated with the project (invoicing, chasing debts or the disbursement of funds), while benefiting from the protection of the University's professional indemnity and public liability insurance cover. Consultancy also provides an easy way for individuals to gain valuable exposure to business and apply research and expertise.
- 4.1.2. **Clients** - organisations can commission work from the individual member of staff whose expertise they require, while being in a contract with a professionally managed

- 4.1.3. Under private consultancy, the member of staff is responsible for arranging their own professional indemnity insurance, invoicing, payments and must declare all income received on all relevant tax returns to HM Revenue and Customs (HMRC).
- 4.1.4. The member of staff is also personally liable for any tax and national insurance payments that may be due.
- 4.1.5. Tax evasion is a criminal offence and the member of staff must comply with all relevant legal obligations placed upon them when carrying out their private consultancy work, and to avoid acting in such a way as may risk bringing the University into disrepute.

5. Reporting

5.1. Consultancy activity will be reported to the Heads of Schools/Units and the Business Ventures Group on a regular basis.

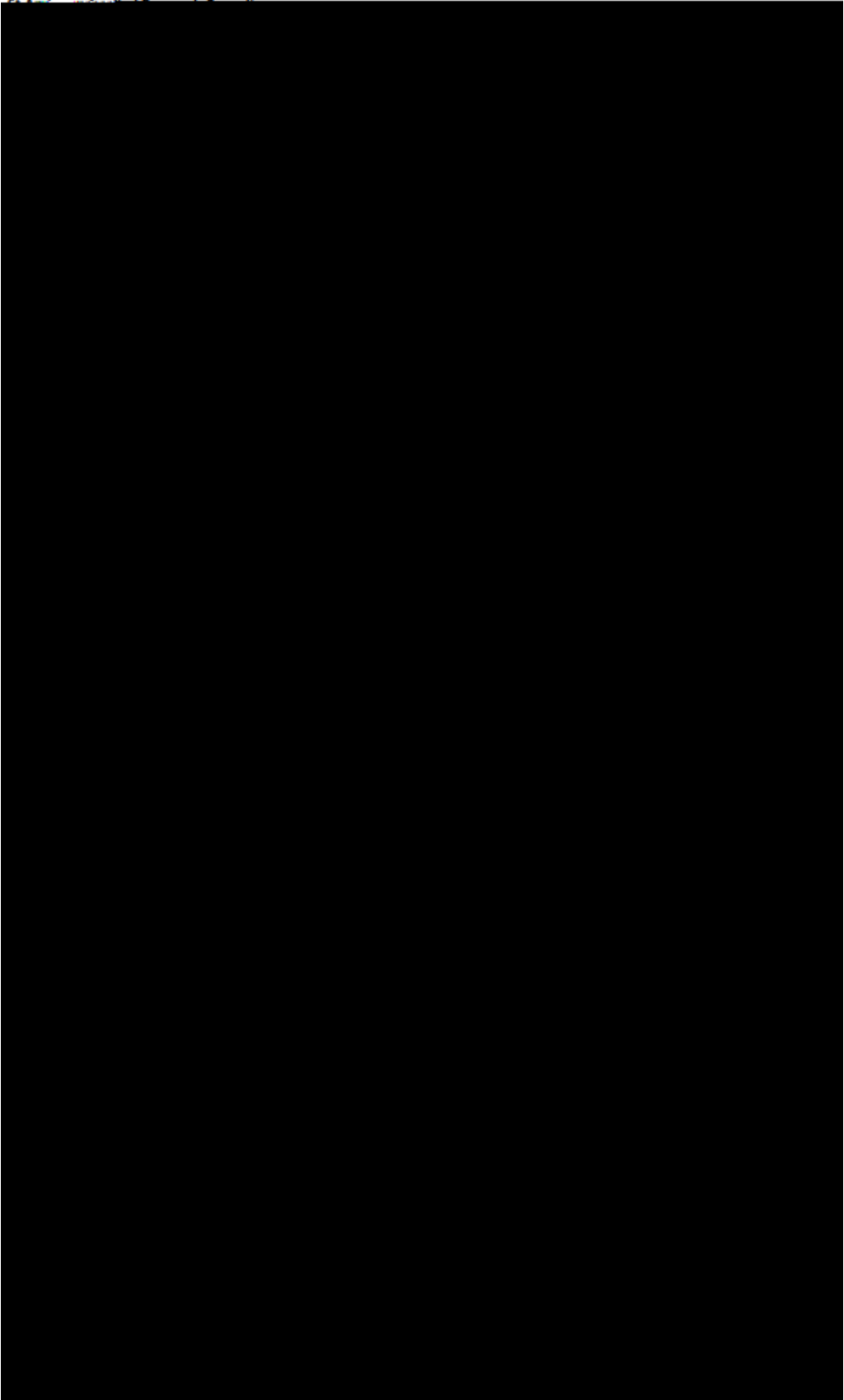
6. Processing

6.1. For further information regarding how consultancy income is processed within the University Finance system, please find this in the [StAAR & University Consultancy Processes](#).

7. Further clarification

7.1. If you have any queries around the content provided within this document and how to interpret it, please contact RBDC busdev@st-andrews.ac.uk or StAARC km76@st-andrews.ac.uk

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Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date