ENGAGING EXTERNAL SPEAKERS

1. **Rationale**. This document sets out the School of Medicine's policy on arranging external speakers to teach, run workshops and/or tutorials. It aims to provide a framework for staff members to engage and agree payment with external speakers with oversight from the School Manager.

2. **Types of External Speakers**. Speakers can be categorised into:

   a. Individuals[1] who are acting in a **self-employed** capacity who:

      i. Do not expect payment, but who will have travel costs reimbursed

      ii. Do expect payment and travel cost reimbursement

   b. **Business entities** who:

      i. Do not expect payment, but who will have travel costs reimbursed

      ii. Do expect payment and travel cost reimbursement

   c. **Employees of the NHS** who:

      i. Do not receive payment. Travel costs should be reimbursed by their respective Board. In the case where they are providing service outside their NHS hours, travel costs can be reimbursed.

3. **Regulatory Framework**. HMRC legislation relating to "Off-Payroll Workers" which came into force in April 2017 means that the School must comply with additional requirements relating to engaging/inviting speakers in a paid capacity. Additionally, compliance with the Immigration, Asylum and Nationality Act 2006, requires that the School ensures that paid speakers have the "right to work" in the UK. Additional information about these regulations and processes are contained in Appendix II.

4. **The Process**. The "Sponsor", normally a Module Controller or Course Director, seeking to engage an external speaker should provide some context and clarity about who they would like to engage and a short statement on why this is beneficial for the School (e.g. The speaker is a subject expert). The terms of the engagement should be clearly defined and agreed by the School and the speaker prior to the engagement.

   a. Rates of Payment

Level	Hourly Rate Paid to the Speaker (£/h)
Lecturer/Consultant	£35
Senior Lecturer/Consultant	£42
Professor/Clinical expert	£48

   b. Allowed Chargeable Activities/Costs (hours/£):

      i. Preparation time (nominally in the order of 3 hours per teaching hour)

      ii. Delivery (nominally 1 hour)

      iii. Travel costs (return travel, accommodation – if needed) (£)

   c. The Sponsor fills in the Speaker Engagement Form (Appendix I) and sends it to the School Manager for consideration/approval.

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[1] Providing services either as an individual, partnership, through an agency or through their own company

d.   Once the proposal is approved, the Sponsor coordinates with the relevant administrative support administrator to:

i.   Confirm and record the "Right to Work" status, if a fee is to be claimed.

ii.   Provide the speaker with the "fees payment instruction" form (individual claimant) or if business entity provide instruction for submitting an invoice.

iii.   Initiate Non-Staff Expense claim, if needed.

e.   Timeframe for Approval. The Sponsor will usually submit Appendix I as soon as possible, but not later than 4 weeks before the event.

Arranging payment

5.   Payment of fee for a self-employed individual:

a.   University guidance on "Off-Payroll Workers" can be found at: https://www.st-andrews.ac.uk/media/human-resources/salariespensions/fees-self-employed-payroll/Off%20Payroll%20Workers%20Guidance%20Notes.pdf

b.   As part of the HMRC "Off-Payroll Worker" legislation, the HMRC Employment Status (ESI) tool should be run by admin support in direct collaboration with the Sponsor. https://www.gov.uk/guidance/check-employment-status-for-tax

c.   There are 3 possible outcomes of the tool:

i.   Deemed a worker (tax and NI contributions deducted)

ii.   Unable to determine (tax and NI contributions deducted)

iii.   Self-employed (not subject to tax and NI contributions)

d.   Once tool has been run, the result should be saved as a pdf, and the speaker informed of the result.

e.   The speaker should complete the "Fees payment instruction" form and return this to the Sponsor or admin support.

f.   The admin support will then send ESI tool result pdf and the instructions for payment to salaries. Salaries will then process the payment.

g.   Timing of payment: see salaries cut off dates.

6.   **Reimbursement of travel expenses for an individual**. If claiming a travel reimbursement, the speaker should claim for expenses via the Non-Staff Expenses portal. To begin a claim the Sponsor should contact the relevant admin support person who will provide the speaker with a secure link to access the portal. Further information on the submission of claims can be found in the university guidance. Receipts must be submitted for travel (train fares etc), with the exception for travel in the speaker's own car. No receipts are required to claim mileage (45p per mile).

7.   **Payment of speaker fee for Business Entity**:

a.   The company should send an invoice with the total cost, including travel costs. Invoices should be sent directly to medproc@st-andrews.ac.uk. The admin support should provide a cost code to procurement for processing.

b.   Timing of payment: see [accounts payable cut off dates](#).

8.   **Reimbursement of travel expenses for business entity**. Travel expenses should be included in the invoice.

9.   **Reimbursement of an individual NHS employee travel expenses (when service is outside of normal NHS working time)**. Same process as for e ii).

Appendices:

Appendix 1: Speaker Engagement Form

Approved form to be forwarded to: Sponsor and course admin for action
**Appendix 2: University Policies and Guidance for Right to Work
                                and Payment of Non-Staff Expenses**

Appendix 1
Speaker Engagement Form

This form is to be submitted as soon as possible, but no later than 4 weeks prior to the lecture.

Course/Event Name	
Date of Lecture	
Staff Member/Sponsor	
Proposed Speaker	
Speaker travelling from	
Justification/context	
Speaker Category	☐ Self-employed individual
	☐ Business Entity
	☐ NHS
Claim type	☐ Travel expenses only
	☐ Speaker fee + travel expenses
Right to work checked?	
Proposed rate (£/hr)	
Preparation time (hr)	
Delivery time (hr)	
Total time	
Rate x time (£)	
Travel costs (£)	
Total costs (£)	
Cost code	

Approved by:	
Signed:	
Date:	

Approved form to be forwarded to: Sponsor and course admin for action

Appendix 2
University Policies and Guidance for Right to Work and Payment of Non-Staff Expenses

1.   Right to Work
      It is a requirement that the School confirms that a **paid speaker** has the "right to work" in the UK. The speaker is to provide a passport and/or other documentation as required. A copy will be taken.

      University Guidance on Right to Work

2.   Receiving Payment

      a)   Payment of Fee

            i)   Self-employed individuals

                  The Off-Payroll Worker legislation requires that the University determines whether there is an employment relationship with any person providing services as either an individual, partnership, through an agency or through an individual's own company.

                  Detailed guidance is available from the University's finance group pages:

                  HMRC have provided an online tool to determine the status of an individual. This tool should be completed by the person who has the most knowledge about the engagement (usually the sponsor in collaboration with their admin support).

                  The tool returns one of 3 results: Deemed a worker, unable to determine, or self-employed. The first 2 are liable for tax and National Insurance contributions, while the self-employed category is not subject to tax and National Insurance contributions.

                  The speaker completes the "Fees Payment Instruction Form" and returns it to the School.

            ii)   Business Entities

                  If claiming a fee, the speaker should submit an invoice for the total cost (fee + travel expenses) to the School. If they are not already in the system, a vendor request form should be submitted. All invoices should be sent to: medproc@st-andrews.ac.uk.

      b)   Reimbursement of travel expenses only

            The speaker should claim travel expenses via the Non-Staff Expenses portal. To begin a claim the Sponsor should contact the relevant admin support, who will provide the speaker with a secure link to access the portal. Further information and instructions on the submission of claims can be found in the guidance for claimants. Receipts for travel must be submitted, except for claiming mileage.

            School of Medicine NSE administrator: Karen Ross (kr16@st-andrews.ac.uk). Alice Haworth, Linda Kirkcaldy, Karen Hunter and Frances Carlton can also raise an NSE claim.

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Version Control Record *(expand table as required)*

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