The Rosary Trust
A Catholic Education Trust

School Staff Consultancy Policy

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1. Statement of Intent

The purpose of this policy is to set out how the Rosary Trust supports other organisations as Consultants.

The Rosary Trust are committed to ensuring income is maximised in line with the principles of the trust and that consultancy services benefit all parties.

All staff, trustees and governors are required to comply with this Consultancy Policy which sets out the framework within which the trust carries out consultancy services.

All parties concerned are expected to be aware of their responsibilities with regard to consultancy. The implementation of the following practices and procedures will ensure that both time and funds are efficiently used to enhance students' education.

2. Aims

- All services offered will provide value for money.
- All income is identified, and all collections receipted, recorded and banked promptly.
- All services will promote good practice and enhance the reputation of the trust.
- All services should be provided with the overall aim to improve educational achievement.

3. Responsibilities

3.1 Trust Board

- The Trust Board has overall responsibility for the management of the trust's finances, including setting consultancy fees, deciding how revenue is distributed and making sure the delivery of services is reflective of the trust's educational objectives.
- The Trust Board must review all financial information provided to them to make sure spending is in line with projection.
- The Trust Board will, in consultation with the Senior Leadership Team, agree prices for consultancy services and agree which services may be undertaken and by whom.
- The Trust Board will decide whether any additional payments should be made to employees carrying out consultancy work outside of their core hours of contracted employment.

3.2 The Finance, Risk and Audit Committee

The Trust Board has delegated responsibilities to the Finance, Risk & Audit Committee in the following areas of financial consultancy:

To review consultancy services offered by the trust, the cost of such services and the overall impact on the trust of offering the services.

3.3 The Senior Leadership Team

The Senior Leadership Team is responsible for:

- Assisting the Trust Board in setting fees, deciding which services will be offered and determining how much income is paid directly into the relevant school's fund.
- Recommending suitable members of staff for consultancy.
- Reviewing the impact on the members of staff carrying out the consultancy regarding overall workload management.

4. Pricing

All services are charged at a rate agreed by the Trust Board and Senior Leadership Team. When establishing the costs of services, the following must be taken into consideration:

- Value for money.
- Time taken for delivery. This includes the cost of the consultant/s leaving their respective School and on-costs for staffing.
- The number of consultants required.
- Resources that remain with the trust including intellectual rights.
- The cost of equivalent services from outside organisations (benchmarking).
- Rates will be reviewed on an annual basis by the Trust Board and Senior Leadership Team.
- The reimbursement of travel expenses and allowances.
- The ability of the Consultant to learn and develop themselves whilst engaging in the consultancy.
- Whether any additional salary payments should be made to the employee for work outside of their contracted hours.

5. Services

5.1 Services offered:

Consultancy services will only be offered where there is a clear advantage to the school receiving the service that outweighs the cost of the consultant being absent from their school for the duration of the service.

Consultancy services offered will change throughout the academic year and will usually be tailored to the need. Agreement to any consultancy must always be agreed prior to delivery and scrutiny for fees charged agreed by the relevant School Business Manager.

A clear brief for the consultancy services must always be agreed prior to delivery by the Senior Leadership Team or other member of staff and a consultancy agreement signed.

6. Invoicing

All payments are made payable to the trust/school and never to the consultant personally.

The Trust Board and the Senior Leadership Team have the right to decide how much of the income is paid directly into the relevant school fund and how much, if any, is received by the consultant. Under no circumstance will any of the fees be paid to the consultant if no additional work has been undertaken outside of the consultant's normal contracted hours of employment.

Any consultancy work undertaken by an employee of the trust outside of their contract of employment within the education community for payment direct to the employee, can only be undertaken with the consent of the Head Teacher or Trust Board. Consideration to the reputational risk to the trust will be assessed when making decisions regarding consultancy outside of direct employment.

Consultancy work covers unpaid work and representation on other educational bodies in addition to paid consultancy work.

7. Debt Recovery

The Trust Board has a duty to ensure the schools receive all the funds to which it is entitled. In cases where payment of consultancy fees is not settled within the credit terms then the school's debt management policy will be followed.