

# Private Consultancy FAQs

Answers to some frequently asked questions.

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For further information please contact Cathy Harris, Business Development Manager at [consultancy@reading.ac.uk](mailto:consultancy@reading.ac.uk) or call on 0118 378 6755.

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Q1 Can I undertake consultancy on a private basis – i.e. not through the University?

A1 Yes but firstly you must obtain approval from your Head of School or equivalent, as well as the Vice Chancellor, as appropriate. You should complete the private Consultancy Permissions form at [www.reading/res/consultancy](http://www.reading/res/consultancy)

The University would encourage and support you to undertake University Consultancy. However, if you do propose to undertake consultancy privately you must be aware that you will be operating in a personal and private capacity wholly independently of the University, of your position at the University and any of its resources, including its name, address and IT infrastructure.

Also, as you will not be covered by University indemnity insurance. You will need to indemnify the University against all actions, claims, loss, damage, costs and expenses arising directly or indirectly from the Private Consultancy.

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**Q2** Why do I need to get approval from my Head of School?

**A2** Each Head of School or equivalent is responsible for all Consultancies within their School or Directorate and in signing the permission form is agreeing that there will be no conflict between the consultancy and existing duties and responsibilities. All staff members are encouraged to discuss their plans to undertake consultancy with their Head of School to identify that the work does not conflict with their performance of their core University duties nor the use of other School resources.

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**Q3** Is there a limit to how much Private Consultancy I can undertake?

**A3** Yes, there is a limit of 20 days on the total amount of Private Consultancy that staff may undertake in any single academic year.

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**Q4** I would be happy to give my staff the flexibility to undertake some private consultancy but am concerned that up to 20 days could cause operational difficulties in a department which relies on a staff presence throughout the year. Is it appropriate to restrict the number of days and the pattern of consultancy activity to minimise disruption?

**A4** Yes - wholly appropriate. Private Consultancy should not be carried out to the detriment of mainstream activities of the School or Directorate or to the staff member's normal University duties.

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**Q5** In my free time I am involved with a local charity on a few weekends a month. Surely this is not regarded as Private Consultancy?

**A5** The University does not seek to comment on time spent outside of a member of staff's University contractual obligations, so in this instance, no, this would not be regarded as Private Consultancy.

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**Q6** Will the University take a % of any private fee?

**A6** No. Private Consultancy is undertaken by a member of staff who operates in a personal and private capacity wholly independently of the University and of their position. No support from the University will be provided and no percentage will be taken from the fee.

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