

## UNIVERSITY CONSULTANCY SERVICES

# Q&A

### Do you have a question?

Below you will find answers to the most frequently asked questions regarding the University's Consultancy Services and the Consultancy Policy which came into effect on 1<sup>st</sup> August 2024.

Also please feel free to check the Consultancy website for information and a copy of the Policy.

<https://www.bath.ac.uk/guides/consultancy-services/>

If you still can't find the answer you are looking for contact Consultancy Services via [jc277@bath.ac.uk](mailto:jc277@bath.ac.uk)

<b>Q:</b>	<b>Am I eligible to undertake a consultancy project?</b>
<b>A:</b>	<p>Yes, provided you are a member of staff at Grade 7 and above and fall within the following contractual categories:</p> <p>Academic staff  Research Associates*, Research Fellows* and Teaching Fellows  Education &amp; Research (E&amp;R staff)**  Management, Specialist &amp; Administration (MSA) staff**  Technical &amp; Experimental (T&amp;E) staff**  Operational, Facilities &amp; Support (OFS) staff**</p> <p>* You may undertake University Consultancy subject to the confirmation of your funding arrangements.</p> <p>** Management, Specialist &amp; Administrative and Technical and Experimental Staff may undertake University Consultancy activities. Your involvement will be subject to the agreement of your Head of Department supported by your Human Resources Advisor or Business Partner. If agreement is confirmed from this process, this will require a revision to your contract of employment in writing, so that it includes the necessary further terms and conditions that capture the undertaking of University Consultancy activities.</p> <p>Please refer to clause 7 within the Policy document.  <a href="https://www.bath.ac.uk/publications/university-consultancy-policy/">https://www.bath.ac.uk/publications/university-consultancy-policy/</a></p>

<b>Q:</b>	<b>What is the maximum number of days permitted to undertake consultancy projects?</b>
<b>A:</b>	The total number of days per year is unlimited subject to the support of your line manager.

<b>Q:</b>	<b>What is the Workload Allocation Management System ('WAMS')?</b>
<b>A:</b>	<p>WAMS is the University's online system for academic workload modelling and is used to securely store and process personal and business data and contracted activities as part of the job role for academic staff in the Education and Research job family.</p> <p><a href="https://www.bath.ac.uk/legal-information/bath-workload-allocation-management-system-wams-privacy-notice/">https://www.bath.ac.uk/legal-information/bath-workload-allocation-management-system-wams-privacy-notice/</a></p>

<b>Q:</b>	<b>If I undertake a consultancy outside of WAMS what is the University's overhead charge?</b>
<b>A:</b>	For services where the work is not to be accounted through the Workload Allocation Model (WAMS) and after any deductions for direct costs there will be a 10% overhead deduction on the total contract value.  Any remaining income can be issued to your KA/KC or salary. See Clause 10 of the Consultancy Policy. <a href="https://www.bath.ac.uk/guides/consultancy-services/">https://www.bath.ac.uk/guides/consultancy-services/</a>

<b>Q:</b>	<b>Can I allocate my time using WAMS?</b>
<b>A:</b>	Yes, if you are a member of academic staff, complete the appropriate WAMS CCAF form (which the HoD has authorised) your allocation of time to undertake a consultancy project will be captured within the system.

<b>Q:</b>	<b>My WAMS allocation is already 100% can I have the time allocated to the consultancy project deducted from my WAMS record?</b>
<b>A:</b>	Yes, if you are a member of academic staff, completed the WAMS CCAF and received HoD/Division or Dean approval. <a href="https://www.bath.ac.uk/legal-information/bath-workload-allocation-management-system-wams-privacy-notice/">https://www.bath.ac.uk/legal-information/bath-workload-allocation-management-system-wams-privacy-notice/</a> HODs or Division or a member of nominated staff have responsibility for workload modelling. Subject to local policies and within limits your workload should be adjusted to compensate for any new activities.

<b>Q:</b>	<b>If I undertake a consultancy project through WAMS what is the University overhead charge?</b>
<b>A:</b>	Funds will be distributed to your salary and/or an academic's and researcher's KA/KC account, as in the CCAF form, after the FEC (Full Economic Cost) of the project to the University has been deducted.  See the WAMS CCAF and example available on the Consultancy website. <a href="https://www.bath.ac.uk/guides/consultancy-services/">https://www.bath.ac.uk/guides/consultancy-services/</a>

<b>Q:</b>	<b>Is there a separate CCAF for non-academic members of staff?</b>
<b>A:</b>	Yes, see the NON_WAMS CCAF and example available on the Consultancy website. <a href="https://www.bath.ac.uk/guides/consultancy-services/">https://www.bath.ac.uk/guides/consultancy-services/</a>

<b>Q:</b>	<b>Can MSA, T&amp;E and OFS staff undertake a consultancy project equivalent to the WAMS CCAF costing system?</b>
<b>A:</b>	Yes, provided you have discussed your proposal and agreed with your HOD or Line Manager your time allocation and the costs involved, your fee deductions should equate to that of the WAMS CCAF.  Services where the work is to be accounted as part of your employment contractual hours, and after any deductions for direct costs, the funds will be reimbursed to the University/Department. Funds will be distributed to your staff's salary account as in the NON_WAMS CCAF form provided net income from the project exceeds 100% FEC (Full Economic Cost) of the project to the University. The University's Full Economic Cost is calculated making use of the Consultancy Costing and Approval Form (CCAF).  You should use the NON_WAMS CCAF form.

<b>Q:</b>	<b>What forms do I need to complete to raise a consultancy proposal?</b>
<b>A:</b>	Please complete the following internal consultancy forms:  (1) Consultancy Contract and Proposal Form (2) CCAF (Consultancy and Costing approval Form) – WAMS or NON-WAMS CCAF template <a href="https://www.bath.ac.uk/guides/consultancy-services/">https://www.bath.ac.uk/guides/consultancy-services/</a>  All projects should be logged/assessed through the Ethics@Bath online system. <a href="https://www.bath.ac.uk/guides/ethics-review-process/">https://www.bath.ac.uk/guides/ethics-review-process/</a>

<b>Q:</b>	<b>Does the University recommend staff consultancy fee rates?</b>
<b>A:</b>	Yes. Between 1.5 and 2 x FEC. See the Consultancy recommended fee rates available on the Consultancy home page. Rates are also shown within the CCAF form via the drop-down menu based on your grade. If you wish to charge more than the recommended fee rates you may do so, but not less. <a href="https://www.bath.ac.uk/publications/recommended-consultancy-rates/">https://www.bath.ac.uk/publications/recommended-consultancy-rates/</a>

<b>Q:</b>	<b>If I don't have all the relevant expertise, can I engage other members of staff to assist in the delivery of the services?</b>
<b>A:</b>	Yes. Please make sure the project cost takes into account staff salary bands via the Consultancy recommended fee rates and include this information in your Consultancy Contract Proposal Form. 1 x CCAF form is required for each member of staff from Grade 7 and above.

<b>Q:</b>	<b>I would like to have a KA account, can one be set up for me?</b>
<b>A:</b>	Yes, for academic staff from Grade 7 and above, a KA account can be set up in your name and can be used for funds, subject to HoD approval, to further your university activities. See <a href="https://www.bath.ac.uk/guides/k-accounts/">https://www.bath.ac.uk/guides/k-accounts/</a> for further information. Please speak to your Faculty Finance Officer to set up an account for you.

<b>Q:</b>	<b>What is a KC account?</b>
<b>A:</b>	A KC account is an account set up for you as a staff member who is not eligible for a KA account. You may use the funds subject to HoD/Line Management approval, to further your university activities. See <a href="https://www.bath.ac.uk/guides/k-accounts/">https://www.bath.ac.uk/guides/k-accounts/</a> for further information. Please speak to your Faculty Finance Officer to set up an account for you.

<b>Q:</b>	<b>Can I hire a PhD student to assist me in my consultancy services?</b>
<b>A:</b>	Yes, provided the PhD student qualifies to undertake casual paid employment and is still registered with the University whilst completing their services. Please seek support from your Faculty Finance Officer or HR to add a casual employee on the payroll system. The casual rate for PhD students supporting you in a consultancy services capacity is based on the University's casual CW6 rate only (equivalent to a Research Assistant).

<b>Q:</b>	<b>Can I hire an external sub-contractor to undertake some of the work?</b>
<b>A:</b>	Yes, provided that the costs are lower than the University's contribution; that some of the work requires the specific skills of an external individual and/or organisation, and those skills are not available through the University. A sub-contractor would need to set up on Agresso and relevant forms completed via the NESA form process and a contract issued. <a href="https://www.bath.ac.uk/guides/engaging-contractors-through-non-employment-status-assessment-nesa/">https://www.bath.ac.uk/guides/engaging-contractors-through-non-employment-status-assessment-nesa/</a> Assistance for completion of forms/process please speak to your Faculty Finance Officer for support.

<b>Q:</b>	<b>Can I undertake private consultancy services?</b>
<b>A:</b>	Yes, provided you notify and receive prior approval from your HoD which is defined in the Policy as activities relating to your job description under your University contract of employment that takes place independently of, and without the use of, University time, your University email account, University equipment, lab space, consumables etc. (of all types). You will need to complete a Private Consultancy Approval Form to HoD and also send a Disclaimer of Liability Letter to the Client. Forms are available on the Consultancy home page. <a href="https://www.bath.ac.uk/publications/request-form-and-disclaimer-of-liability-for-private-consultancy/">https://www.bath.ac.uk/publications/request-form-and-disclaimer-of-liability-for-private-consultancy/</a>  For staff on professional service contracts (OFS, T&E and MSA Job Families) in grades 7 and above who have received approval from their HoD to undertake consultancy work, a variation to their contract will be issued which gives them the right to undertake consultancy work where approved by their line manager. This variation to contract must be issued and signed by all parties, before they are able to request, and if authorised, carry out any consultancy work.

<b>Q:</b>	<b>Do I need to notify my HoD if I am a part-time member of academic staff and wish to undertake private consultancy work outside of my employment contract?</b>
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<b>A:</b>	<p>Certain members of the University academic staff (for example in the Department of Architecture and Civil Engineering, and the School of Management) work part-time for the University alongside having professional employment in their remaining time. Their professional work may include or even consist solely of consultancy work outside of the University. The University benefits from their professional expertise, their ongoing practice, and their industrial/commercial connections and would not wish to impede this external work provided it does not negatively impact on the proper performance of their duties at the University. This explanatory note is aimed exclusively at staff who are in this position, and also assumes that the external work being considered is being performed entirely outside of their University-paid time and in accordance with point 11 (iii). Most staff who work part-time for the University would not be covered by this note and would be subject to the University policy as if they were full time.</p> <p>For such staff, a blanket agreement that they maintain a portfolio of private consultancy activities can be agreed either in negotiating their employment contract with the University, or subsequently by the Head of Department and Dean. This blanket approval could cover their period of employment at the University. This approval would cover the requirements of point 11 (i). Given that this work is being delivered in a fully external capacity, the requirement for a disclaimer letter for each client is waived but it will be the responsibility of the member of staff to ensure that work being undertaken does not impede on their duties at the University or create a conflict of interest with the University, as required under the Ordinances and the Financial Regulations (Other regulations). This agreement should be signed by the Dean and by the member of staff and sent to <a href="mailto:hr-operations@bath.ac.uk">hr-operations@bath.ac.uk</a> to be filed.</p>
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