

The aim of the U3A movement is for members of interest groups to contribute, in many different ways, to the success of the group without the assistance of non-U3A members. The lack of internal expertise is not considered a valid reason for paying a tutor and it is considered that 'being all in it together' enhances self-confidence, whilst having an expert paid tutor can easily stifle personal exploration into unfamiliar areas of study.

The official line from the U3A National Office is that interest groups which wish to use paid tutors on a continuing basis should operate outside the auspices of the U3A.

In Ivybridge we have recognised that in certain subject areas or activities expert help or tuition is not available from within the membership and that paid tutors or guides are sometimes a necessity.

There are, however, potential drawbacks to this approach and certain steps must be taken to ensure that Ivybridge U3A is not put at risk, legally or financially.

Neither central funds nor contributions from other interest groups in Ivybridge u3a may be used to pay the costs of groups using paid tutors

The employment status of tutors and guides must be established and monitored to ensure that no claim can be made on Ivybridge U3A under employment law. To this end, tutors and guides must be asked to complete an Annual Declaration of Employment Status, including details of their public liability insurance cover. It should be noted that the U3A insurance policy only covers risks created by U3A members.

It is the responsibility of Group Leaders to make the Executive Committee aware of the group's intention to use a paid tutor or guide and to get the Annual Declaration of Employment Status completed by any tutor or guide used on a regular basis. The completed form should then be passed to the Executive Committee.

A sample of the form is shown below:



Annual Declaration of Employment Status 2024

Full Name:

Group:

I confirm that I supply services to Ivybridge U3A on a self-employed basis and I am responsible for my own Income Tax and National Insurance contributions.

I confirm that no contract of employment exists between me and Ivybridge U3A and that if for any reason services are not supplied then no payment will be due.

I confirm that I have appropriate insurance in place to cover any claim by Ivybridge U3A members as a result of my actions or guidance or services supplied.

Insurance Details: Company

Policy Number

. Cover provided

National Insurance Number

Unique Tax Reference

Address

.....

Post code:

Signed:

Date:

Please note that data supplied will be kept secure under the provisions of current Data Protection legislation and will be used solely for the purpose of checking the HMRC Employment Status Indicator in accordance with advice received from The Third Age Trust.