



**South Gloucestershire and Stroud College**

**External Interest Policy**

**If you would like this document in an alternate format  
Please contact the Human Resources Department**

<b>Prepared by:</b>	Moira Foster-Fitzgerald
<b>Job Title / Role:</b>	Chief Group Services Officer
<b>Ref. No.:</b> <b>Q/P 220</b>	<b>Date of this version:</b> 01 September 2023 <b>Review date:</b> 01 September 2026 (subject to any legislative change) <b>Upload to External College website?</b> Yes <b>Upload to e-Campus?</b> No
<b>Approved by</b>	<b>SGS Corporation</b>
<b>Date</b>	<b>5 October 2023</b>

<b>MANDATORY INITIAL IMPACT SCREENING</b>		
Completed by:		
Moira Foster-Fitzgerald	Chief Group Services Officer	10/08/2023
I have read the guidance document: Completing a Policy Impact Assessment?		✓
If this policy has been up-dated, please tick to confirm that the initial impact screening has also been reviewed:		✓



<b>EQUALITY AND DIVERSITY IMPACT ASSESSMENT</b>	
Characteristic	This policy seeks to:
Age	No appreciable impact
Disability	No appreciable impact
Faith or Belief	No appreciable impact
Gender	No appreciable impact
Race or Ethnicity	No appreciable impact
Orientation	No appreciable impact
Gender reassignment	No appreciable impact
Economic disadvantage	No appreciable impact
Rural isolation	No appreciable impact
Marriage	No appreciable impact
Pregnancy & maternity	No appreciable impact
Carers & care leavers	No appreciable impact
Vulnerable persons	No appreciable impact
Please identify any sections of the policy that specifically seek to maximise opportunities to improve diversity within any of the College's stakeholder groups:	N/A
Please identify any sections of the policy that specifically seek to improve equality of opportunity within any of the College's stakeholder groups:	
Is there any possibility that this policy could operate in a discriminatory way?	<input type="checkbox"/> <span style="background-color: red; color: white; padding: 2px;">x</span>
If you have ticked yes (red), which characteristic will be most affected? Choose an item.	
If yes please confirm that the Policy has been sent for a full Equality & Diversity Impact Assessment, and note the date:	<input type="checkbox"/> Click or tap to enter a date.

**Note:** if the policy does not seek to increase diversity or improve equality you should go back and review it before submitting it for approval.

<b>MAPPING OF FUNDAMENTAL RIGHTS</b>	
Which United Nations Convention on the Rights of the Child ( <a href="#">UNCRC</a> ), Right does this policy most protect:	Art. 15 Freedom of association Art. 13 Freedom of expression
Which Human Right ( <a href="#">HRA</a> ) does this policy most protect:	Art. 10 Freedom of expression Art. 11 Freedom of assembly and association

<b>DATA PROTECTION &amp; PRIVACY BY DESIGN SCREENING</b>	
Tick to confirm that you have considered any data protection issues as part of the design and implementation of this policy; and, that implementing this policy will <u>not</u> result in the collection, storage or processing of personal data outside of official College systems:	✓
Tick to indicated that this policy has or requires a Data Privacy Impact Assessment:	<input type="checkbox"/>

In keeping with its academic aims and purposes, the College encourages the closest liaison between its employees and industry, professional bodies, commerce, charities and Government departments. This includes links via personal directorships, partnerships, consultancies, trusteeships, trade engagements, membership of official committees, intellectual property licensing and involvement in spin-out companies.

In line with the terms under the exclusivity of service section, within contracts of employment, the College also allows employees, subject to prior approval by the Director of People and Organisational Culture, to be engaged in general paid and unpaid activities.

The review of a request for approval will take into consideration how the interest might impact on the delivery and relativity of that College employee's College duties and how it would serve the College interests as well as the interest of the College member of staff, prior to any approval being granted.

At all times, the external interest must not compromise the full performance of the duties set by the College. Members of staff are therefore required to disclose the number of days that will be committed to each of their external interests.

Senior officers of the College – the Group CEO & Executive Principal and his/her direct reports are also required to receive approval in advance from the remuneration committee and Corporation prior to undertaking any external paid or unpaid work. As part of this prior approval they must disclose any personal remuneration that will be received from external interests. The decision about whether any income will be retained by the senior officer will be part of the approval process for new interests where this is proportionate, in line with this policy.

Any income to be retained by Senior Post Holders needs to be explained, disclosed and as above is subject to prior approval from the Corporation.