

EVESHAM & DISTRICT U3A

Registered Charity No. 1101530

Employing tutors on a short term basis

This form must be completed and signed by the tutor before they start any work.

Name of tutor: _____

Role: _____

NI number: _____

I confirm that I have Public Liability Insurance for a minimum of £2 million (copy of the cover note attached).

I confirm that I am registered with HMRC as self-employed for tax and national insurance purposes.

Signed: _____

Date: _____

Note - Paid Speakers/Tutors

It is not normal practice to employ tutors on a fee paying basis in U3A. However, if your committee feels it is justified to do so on a short term basis, you must have written assurance from the person in question that they are registered with HMRC as self-employed for tax and national insurance purposes and you must get their national insurance number. If you do not have this information, you will be considered in law to be an employer, with responsibilities for deducting tax and national insurance. You are of course allowed to repay legitimate expenses without attracting the kind of scrutiny outlined above. In addition, there are serious insurance implications as the public liability policy provided by The Trust, will not cover paid tutors because it does not include Employers' Liability Insurance (it does cover paid speakers at general or interest group meetings but it does not cover paid tutors. The reason for this, is that the U3A movement is founded on the principle of shared learning and it is not envisaged that people from outside will be paid to lead a U3A interest/activity group. If you are doing so on a short term basis, get a copy of their public liability cover note which should normally be for a minimum of £2 million.