

Engagement of Consultants Policy

Version number	Date approved (including committee)	Reason for production/revision	Author	Proposed next review date
V1.1	February 2023	Review	Head of HR	February 2026 and as required
V1.0	Dec 2020 ExCo	New Policy For annual review	Head of HR	December 2021 and as required
Related policies				
None				
External Reference				
N/A				

1. Introduction and Purpose

- 1.1 ICMP has a strong commitment to working towards the implementation of equality of opportunity in all its policies and practices. It will not discriminate on the following criteria: age, gender, gender reassignment, gender identity or expression, race, colour, nationality, ethnic origin, marital or civil partner status, disability, religion or belief, or sexual orientation.
- 1.2 Consultants are hired on an independent contractor basis and therefore the hiring party is not liable to third parties for the acts or omissions of the Consultant.
- 1.3 In this respect a Consultant is different from Interims. Interims are appointed to fill existing or temporary posts for a fixed period, eg to cover maternity leave or to fill a post while a permanent appointment is being made. Interims are normally paid through the payroll, either on fixed term (salaried) or hourly paid contracts.

2. Consultant's Status

- 2.1 The relationship of the Consultant to ICMP will always be that of independent contractor and nothing in this policy or any Consultancy Contract or otherwise shall render a Consultant an employee, worker, agent or partner of ICMP.
- 2.2 The Consultancy Contract constitutes a contract for the provision of services and not a contract of employment. As such, the Consultant shall bear exclusive responsibility for the payment of any National Insurance, income tax and any other form of taxation or social security cost in respect of payments made to them by ICMP. The Consultant is not entitled to receive any corporate benefits.

3. Engaging Consultants

- 3.1 A Consultancy Contract will be sent to the Consultant to sign and return.
- 3.2 The Consultant must provide evidence of either their self-employed status through the Inland Revenue or partnership or limited company status prior to commencing their contract.
- 3.3 Consultants must not be given the following:

- 3.3.1 Use of an ICMP mobile phone. Consultants are required to provide their own mobile phone.
- 3.3.2 Designated desk / PC. Consultants are required to provide their own laptop.
- 3.3.3 An allocated car park space (for other than occasional visits)
- 3.3.4 Line management responsibilities
- 3.3.5 ICMP financial authority.

This list is not exhaustive. In general terms, consultants/contractors provide services to ICMP. Where any further internal or external transactions are required, these must be approved and performed by ICMP management.

- 3.4 ICMP's disciplinary and grievance procedure is not applicable to Consultants. HR should be contacted in the event that a Consultant wishes to raise a complaint about their treatment by ICMP or an individual wishes to raise a complaint regarding a consultant.
- 3.5 A consultant must arrange for their own professional indemnity insurance at their own cost.

4. Payment of Consultants

- 4.1 Consultants are hired on an independent contractor basis and therefore the hiring party is not liable to third parties for the acts or omissions of the Consultant. A Consultant is responsible for paying their own tax, national insurance contributions and is not entitled to corporate benefits.
- 4.2 The pay must reflect the level of skills and expertise and the external market.