



Mind in Croydon

Guidelines on Remuneration for Training and Consultancy

1. Introduction:

- 1.1 From time to time employees of Mind in Croydon are approached directly or through Mind and requested to deliver training or consultancy to other agencies. These guidelines are intended to assist employees to make the decision whether or not to agree to the request and to clarify whether any fee received is due to Mind in Croydon or to the employee.
- 1.2 These guidelines are concerned solely with training or consultancy on mental health matters or topics connected with the employee's work for Mind such as strategic planning or equal opportunities. Training/consultancy on subjects unrelated to the employee's work are not Mind's business [but see the provisos in paragraph 4.2 below].
- 1.3 In the guidelines 'training' will be used also to cover consultancy.

2. Principles:

- 2.1 Raising public awareness about mental health issues and the work of Mind within the London Borough of Croydon is in accordance with the vision of Mind in Croydon. It is therefore an appropriate work activity for Mind's employees. Other training and consultancy activities will not fall so clearly within the organisation's sphere of activity.
- 2.2 The working time of full-time employees of Mind in Croydon is expected to be devoted to the interests of Mind and not used for the private benefit of the employee.
- 2.3 Employees are expected not to operate independently or as a competitor in the employer's line of business.

Training within London Borough of Croydon:

- 3.1 Remuneration receivable for any training delivered within the London Borough of Croydon on mental health or work related topics is payable to Mind in Croydon unless a different arrangement is agreed with the employee's line manager and approved by the Chief Executive.
- 3.2 Where training is in line with the vision of Mind in Croydon and/or is included in an employee's job description for example mental health awareness, talks about Mind in Croydon, welfare benefits training of Social Services staff, this may be carried out, whether or not a fee is payable, subject to the employee's workload and other work priorities. The training and any preparatory work will be delivered within the employee's contracted hours. Only in exceptional circumstances will any part of any remuneration be payable to the employee.

3.3 Requests for training not covered by 3.1 & 3.2 should be discussed with the Chief Executive or the Board.

4. **Training outside London Borough of Croydon**

4.1 Where the initial request is made through Mind in Croydon and/or arises directly from the employee's work for Mind (for example a contact made through a National Mind event or as a result of a published article on a mental health topic) the guidelines in paragraphs 3.3 and 3.4 apply. Employees should give particular consideration to the constraints on their working time, bearing in mind the general restriction on Mind in Croydon's area of activity.

4.2 Where the initial request is made directly to the employee concerned **and** arises from a purely personal contact with the employee (for example a request from a social acquaintance) the employee is free to carry out the training and to retain any fee **provided**

- the training and any preparatory work are carried out in the employee's own time
- the employee makes clear that they are speaking in a private capacity and not as an employee of Mind
- the employee does not use any Mind in Croydon resources or equipment in delivering or preparing for the training
- the employee informs their line manager in writing of the time involved in delivering the training for monitoring purposes under Mind's Working Time Regulations Policy.

5. **Training on a voluntary basis**

Nothing in these Guidelines is intended to prevent employees giving talks on mental health topics on a purely voluntary basis and in their own time, for example to a religious or social group. An employee in this situation should make clear that they are speaking in a private capacity and not as an employee of Mind. It is permissible to receive a donation to Mind should one be offered.

**Reviewed and Updated by the Board of Mind in Croydon
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