

City, University of London – External Advisors and Panel Members Rights to Work in the UK - UKVI Compliance Guidance for Appointments

Introduction

City, University of London is committed to the equality of opportunity in its recruitment, selection and employment practices and must verify that those who work for them are eligible to work in the UK, in accordance with the Immigration, Asylum and Nationality Act 2006. City, University of London is a Tier 4 Sponsor and required to comply with the Sponsor Guidance published by the UK Visa & Immigration Office (UKVI)¹ which states that as employers so must ensure that employees are entitled to work for them to avoid potential legal action or penalties imposed by the UKVI.

Employers must therefore check relevant documents to establish a person's Right to Work in the UK before recruiting a new member of staff. For Universities, this also includes External Advisors and Panel Members. The UKVI state that identity checking of all individuals working on behalf of City is a requirement of an institution's Highly Trusted Sponsor status and failure to do so could breach City's license.

Procedure

1. The External Advisors and Panel Members Payment Forms incorporate guidance and sections to include details relating to the individual's Right to Work in the UK.
2. When individuals for External appointments for City, University of London Panels and Validated Institutions'/ Partners' Course Boards are nominated the individual should be informed that evidence of their Right to Work in the UK will need to be submitted and verified as part of the standard appointment process. (A standard explanatory information note is provided at Appendix 1).
3. Schools are asked to designate a named individual as the key contact for checking the ID documentation of External Advisors/Panel Members. Student and Academic Services will conduct the check for Validated Institutions'/Partners' Course Board Advisors. Training and support is available from HR to ensure that these individuals, and any others they delegate responsibility to for checking documentation are fully briefed. HR publish UKVI guidance on checking ID on the intranet² and the Human Resources Team are available to answer queries by telephone/email should checkers require tailored guidance.
4. The proof of ID documents should be verified on or before the first day the External Advisor/Panel Member works. They can provide a scanned copy ahead of their first visit to the designated School/Institution contact to verify, but the original documents would need to be seen during the first visit. A Right to Work in the UK Coversheet for the copies should be completed and the copies signed (with the name of the signatory printed underneath) and dated.
5. The contact responsible for the ID checks should send the Coversheet and verified copy documents to Lucy Dawkins (External Advisors/Panel Members) or Anita Machnicka (Course Board Advisors) in Student and Academic Services, who will provide copies to Payroll with the payment form as evidence of the Right to Work. Payroll will be unable to release payment to the External Advisor/Panel Member until they receive this information.
6. Once Payroll have the required information, the agreed fees/expenses can be paid to the individual on completion of their duties.
7. The Human Resources Department and Student and Academic Services will hold a record of ID verification status of External Advisors/Panel Members

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https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/514315/Tier_4_Sponsor_Guidance_-_Document_3_-_Tier_4_Compliance_2016-04.pdf

² https://www.city.ac.uk/_media/intranet-site/documents/hr/Eligibility-to-work-in-UK-and-the-Points.pdf

Standard text for pre-appointment communications

City, University of London is committed to equality of opportunity in its recruitment, selection and employment practices and must verify that those who work for them are eligible to work in the UK, in accordance with the Immigration, Asylum and Nationality Act 2006 and as required by the UKVI. Institutions who fail to do so risk substantial financial penalties and removal of their UKVI registered sponsor status.

We must therefore obtain proof of your eligibility to work in the UK before the commencement your role and no later than the first day of employment. Your appointment as an External Advisor and Panel Member for City, University of London is therefore subject to City receiving evidence of your Right to Work in the UK during the appointment process, and we must request that you provide this evidence for our records and to ensure future compliance with the legal requirements. We are unable to pay you any fees or expenses without this information.