

## Policy on Paying for Freelance Work<sup>1</sup>

### Context

At Blaggrave our values are core to our mission and are reflected in our day-to-day activities. In line with our values, we aim to be **intentional** and **transparent** about how we pay freelancers, and what our pay rates are; and to be **inclusive and equitable** by ensuring that all freelancers get paid the same rate for similar work. At Blaggrave we always pay for freelance work done<sup>2</sup>, and as a Living Wage Funder we pay the Living Wage or higher.

This policy outlines how we pay people and organisations who provide professional services on a freelance contract at Blaggrave. It applies to all individuals or registered companies on freelance contract, for example, advisers, facilitators, consultants, learning partners and speakers at our events. This policy also lays out the rates we pay for different types of service providers, and how we arrived at the set amounts.

This document will be reviewed at least annually, with a full benchmarking review every 3 years, in line with our wider organisational principles on pay. Any rate that is currently not at the pay table will be defined by the Paying People Working Group following the principles laid out in this document and will be added to the pay table.

### Policy

People who provide professional services in different forms are vital in supporting our work to reach our mission and live out our values, whether that be as a photographer at an event, a facilitator for our groups of advisers, a learning partner, or any other role. With that in

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<sup>1</sup> At Blaggrave we define as freelance work all work that is not done by Blaggrave employees.

<sup>2</sup> The one exception is trustees who are volunteers.

mind, we will always pay people for their time and for the work they do with us, in a way that is informed, intentional, responsible, equitable and in line with our wider paying people principles.

All freelancers are engaged either via a company or on a self-employed basis – they are not Blagrove employees – and will be liable for their own taxes. When needed, we support freelancers to understand the impact this may have on their finances.

The Blagrove Trust is a Living Wage Funder – that means that we are committed to both paying the Living Wage ourselves and supporting and enabling our charity partners to do the same. We aim to pay people consistently and equitably for their time, and to pay a rate that is aligned with our position in the sector. We defined our rates of pay, as included in the pay table below, following extensive research, where we looked at proposed rates from professional bodies and spoke to other charities, as well as reflected on our historic practice.

This policy should be read alongside the following documents:

- Blagrove's approach to procurement
- Scheme of delegation
- **Working with & paying freelancers - FAQ's**
- **Commitment to transparency – How Blagrove works with advisers**

## Blaggrave Rates of Pay

The Blaggrave Rates of Pay Table is a live document and will be added to as new rates are defined. If you want to work with a freelancer in a capacity that is not included in the table below, please speak to the Paying People Working Group (composed of the Finance and Governance Manager, Youth Engagement Manager, and Head of Operations).

<b>Role</b>	<b>Notes</b>	<b>Blaggrave Rate</b> (Externally recommended + 20% uplift) <b>all rates exclude VAT</b>
Adviser	Hourly, Day and Overnight Rates based on sector review, overnight rate following same principles as Blaggrave employee TOIL policy	£20/hr, £225/day, £337.50/overnight
Group Facilitator	Day and Overnight Rates Day rate, based on average paid of previous Blaggrave Facilitators <sup>i</sup> , overnight rate following same principles as Blaggrave employee TOIL policy	£350/ day, £525/ overnight
Event Keynote Speaker or Event Chair	Recommended for 45 – 90 minutes <sup>ii</sup>	£240
Event Panellist	Recommended for 45 – 90 minutes (see also Endnote ii)	£180
Seminar or Workshop Lead	Recommended rate for 45 – 90 minutes and for 90 minutes – up to 3 hours (see also Endnote ii)	£360 (first 90 minutes) £540 (up to 3 hours)
Event Performer	Recommended rate for single performance fee (max 3 hours), plus rehearsal on the same day (max 3 hours) <sup>iii</sup>	£217
Photographer	Recommended day rate <sup>iv</sup> – does not include production costs (additional day/s at the same rate)	£480
Videographer	Recommended day rate <sup>v</sup> – does not include production costs (additional day/s at the same rate)	£660
Illustrator	Recommended day rate, taken as average across different levels of experience <sup>vi</sup>	£372

## Glossary

Adviser	An individual who is working on a specific area of Blaggrave's work, often a funding program, bringing in their expertise, skills and insights on a specific topic or theme, for example on regional charities. They work with support from and in collaboration to other Blaggrave staff, and hold us accountable, challenging us and ensuring we're making well informed decisions on how to best support those that we exist to serve. Advisers work with Blaggrave on a longer-term basis and have a contract for at least 12 months.
Seminar or Workshop Lead	Professional development / workshop lead
Event Keynote Speaker or Event Chair	The main speaker at an event – not part of a panel. Keynote speakers generally speak about a theme that is central to the event.
Group Facilitator	A person who facilitates a group on behalf of Blaggrave. This could be a group of advisers or a meeting with partners, for example.
Event Panellist	A person who participates of a panel in a Blaggrave event.
Event Performer	A person or group who performs at a Blaggrave event. Performance can include music, poetry, comedy, etc.
Visual Artist	A person who creates original graphic or image for Blaggrave.

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<sup>i</sup> Average of 6 previous Blaggrave Facilitators (Rates ranging from £250/day - £500/day)

<sup>ii</sup> Society of Authors, <https://societyofauthors.org/download/society-of-authors-event-speaker-fees/?wpdmdl=84233&refresh=67a5fe3773ac41738931767>

<sup>iii</sup> Musicians Union, <https://musiciansunion.org.uk/working-performing/gigs-and-live-performances/live-engagement-rates-of-pay/casual-stage-rates>

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<sup>iv</sup> National Union of Journalists,

<https://www.londonfreelance.org/feesguide/index.php?language=en&country=UK&section=Photography&subsect=Day/base+rates&page=Advice>

<sup>v</sup> National Union of Journalists,

<https://www.londonfreelance.org/feesguide/index.php?&section=Photography&subsect=Videography&subsubs=All>

<sup>vi</sup> Artists Union England, <https://www.artistsunionengland.org.uk/rates-of-pay/>