

## ***Pay Policy for Employed and Freelance Staff***

### ***Context***

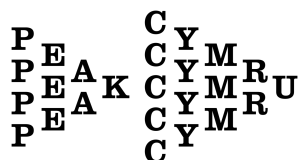
Rates of pay for the arts sector, in common with the charity sector, are low compared to many others. There is often wide disparity between highest and lowest paid, and lack of progression, benchmarking, transparency and protection against inflation. Peak's pay policy seeks to address these issues, and to set out a direction of travel towards greater equity in line with our values and our equalities plans.

Over 75% of all Peak's income is applied towards employment of freelance and employed staff; the quality, ambition and impact of our programme depends upon the people we work with, so it follows that we should invest in the people who undertake work on our behalf, offer them support for their wellbeing and ensure that they are supported to undertake research, and professional development that meets the needs of Peak and helps them to expand their own range of knowledge and skills. Our former staff and the artists we work with are our greatest ambassadors. One barrier to implementing a fair pay policy is affordability. Peak's current funding model is fragile, and we do not have mechanisms through which we can easily generate additional funding to meet inflationary or performance related pay increases, so we need to think about the principles through which we will address the current economic challenges

### ***Employed Staff***

***Principles and rates*** - Our remuneration policy for **employed staff** is built on the following principles:

- 1.** As an accredited Real Living Wage Employer, no-one working for Peak will be paid less than this annually published rate (currently £10.90 and rising in line with inflation). Recently, we have aimed to pay staff members a minimum rate of £15 per hour, equating to £27,300 per annum for a standard 35 hour per week contract.
- 2.** The pay ratio between the highest and lowest paid is x 2. As our minimum pay rate is £15 per hour, the maximum pay rate for an employed member of staff would be £30 per hour, equating to £54,600 per annum for a standard 35 hour per week contract. This is above current salary ceilings.
- 3.** Any differential between pay rates is transparently linked to a material factor. A material factor for this policy is length of service / contract, skills and qualifications, performance and levels of responsibility. Responsibility is considered as the most relevant factor in considering a differential rate at Peak.
- 4.** Creative leadership roles include dedicated contracted hours for agreed research or tailored training, including a personal travel budget of £125 per month. *For these roles, at least 10% of contracted hours is suggested.* Other staff roles include a dedicated budget and contracted hours for work-relevant training equivalent allowing a minimum of 1 day per quarter, and a personal travel budget of £125 per quarter.
- 5.** Peak aims to address inflationary pressures by committing to an annual review of inflation rates. Whilst Peak cannot guarantee that it will have the financial resources to make year on year pay awards to address cost of living increases, it will transparently assess the affordability of pay rises within its financial forecast, and consider structural changes to contracts to support staff where affordability means it cannot implement an inflation rate pay rise.



**Progression** - Peak sets a salary range for permanent role job descriptions; progression towards a maximum salary is informed by the annual appraisal and will be assessed in relation to increase in responsibilities and affordability.

**Appraisal** - Peak undertakes an annual appraisal for employed staff, the purpose of which is to: invite employees to self-evaluate their performance against their job description; review progress and performance against targets and training plans, and set new work and training targets, within personal training budgets. The appraisal is undertaken by a trustee / external advisor and another member of Peak's staff. The review of job descriptions acts as a mechanism through which additional responsibilities can be recognised and rewarded. We offer a similar mechanism to regular freelance staff (who work through a freelance contract with us for a period of over 1 year) to inform their personal development.

**Holidays for employed staff** - The annual allowance for employed staff is based on 25 days plus statutory bank holidays for a full-time contract of 35 hours per week, pro-rated according to contracted days / hours worked. An annual Christmas closedown between Boxing Day and New Year's Day is given in addition to this allowance.

**Maternity and Paternity pay** - Peak's current policy aligns with Statutory Maternity Pay. This is to be reviewed June 2023.

**Flexible Working** - Peak offers flexible working, e.g. part time, flexi-time, staggered hours, job-sharing, compressed hours or annual hours, alongside an acknowledgement that physical presence is also at times required by the nature of our work.

**How we set salary scales** - We use a [salary banding spreadsheet](#) to determine / grade responsibilities.

## **Freelance Principles & Rates**

**Freelance** pay rates paid by Peak are higher than employed staff pay rates. This is predicated on the basis that freelancers do not receive the benefits of Pension contributions, sickness or holiday pay or an annual appraisal (although in practice we offer appraisals to regular freelancers). Our remuneration policy **for freelance staff** is built on the following principles:

1. planning, research and evaluation days are included in freelance contracts
2. freelancers are paid for additional meetings
3. Freelance artists are paid £250 per day for up to 10 days contracted work
4. Freelance artists are paid £200 per day for contracts exceeding 10 days work
5. Freelance Advisors and Associate Artists are paid £250 per day
6. Artists are paid £75 for studio visits

## **Young People**

From time to time, we invite young people that we work with across our artistic programme, to take part in governance activities such as recruitment, for which they will be paid the same rate as a freelance artist. Bursaries that are paid to meet access needs and support young people to participate are not covered by this policy. A separate policy for Young People's pay will be developed in 2023.

*Last updated 28.02.23 JW LH MA*