

Policies and procedures: Paid engagement with people who are freelance, unwaged, part-time or low- waged

1. Introduction

This policy is being instituted in line with CHWA's [Equality, Diversity and Representation policy](#) to ensure we build a more inclusive alliance.

We recognise that CHWA depends on the expertise of its members and other creative health professionals to support its Activity Plan, whether they are speaking at CHWA's events, attending stakeholder meetings, or participating in our research to understand the structure of the sector.

The intention of this policy is to ensure clarity for all parties in relation to payment and out-of-pocket expenses. This policy sets out how much CHWA will pay, when and for what, so that individuals understand CHWA's position prior to engaging with us. In doing so, it also commits CHWA to plan and budget for working with freelancers or low-waged / unwaged people.

2. Context

We recognise

- at least 30% of our membership is working in a freelance or self-employed capacity¹
- many others working in or otherwise contributing to the creative health sector are on low wages, or may be unwaged²
- many practitioners' work is rooted in their own lived experience of health challenges³
- people with lived experience of chronic ill-health or with caring responsibilities are likely to receive a lower income than the national average incomes
- this is a sector dominated by women⁴, who are on average paid less than men⁵

¹ See CHWA's state of the sector survey analysis (2024): <https://www.culturehealthandwellbeing.org.uk/news/general-news/creative-health-state-sector-survey-results>

² As above.

³ See CHWA's *From Surviving to Thriving* report (2022):

https://www.culturehealthandwellbeing.org.uk/sites/default/files/BF_From%20surviving%20to%20thriving_WEB%20.pdf

⁴ See CHWA's EDR report (2024): <https://www.culturehealthandwellbeing.org.uk/news/uk-state-sector-equality-diversity-representation-report>

⁵ See ONS analysis from 2020:

<https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/earningsandworkinghours/bulletins/genderpaygapintheuk/2020>

It is our policy to work to remove the barriers this inequity of income can create, and to ensure that all members and partners who want to contribute their personal and professional experience to CHWA can do so.

1. Defining 'paid engagement' & who it applies to

In this context we use 'engagement' to mean any activity where CHWA specifically invites people to share their expertise to CHWA's benefit. These benefits might include delivering project outcomes, creating resources, receiving funding, etc.

We will pay anyone for this work who is

- working in a freelance or self-employed capacity
- unwaged
- on a low wage⁶
- on a part-time wage that does not cover the time spent engagement with CHWA.

Exclusions to this rule apply to people who have undertaken to work with CHWA on the basis of a voluntary contract or agreement (for example our regional champions). These agreements will make clear the number of hours expected of the volunteer. Any time exceeding these hours is to be considered as paid engagement. A separate Policy covers Payments for Directors (see <https://www.culturehealthandwellbeing.org.uk/policies-procedures>).

This definition is not a reference to a person's role title, but to the way in which they provide expertise to CHWA and its partners, and as such this is seen as a 'payment of thanks' for their expert contribution, whether this expertise is based on lived experience, professional experience, or both.

Note that this differs from our procurement processes for formal contracted or commissioned pieces of work, which are covered by our Procurement Policy (which can be found [here](#)).

Payment of fees will be made when eligible individuals:

- are invited by CHWA to make a contribution to its work;
- do not already hold a formal paid employee role;
- are not funded by another organisation, group or council to represent it in its work with CHWA.

When eligible individuals will be paid:

Activities may take a number of formats depending on the purpose and outcome sought. They might include:

- supporting the development of funding bids or project ideas for CHWA
- participating as a member of an Advisory Panel or Working Group
- participating in roundtables or workshops
- participating in meetings either face-to-face or via telephone/video conference when these meetings are primarily for CHWA's benefit

⁶ By 'low wage' we refer to a wage two-thirds of or less than the national average. This is based on the Office for National Statistics definition of 'low pay' as two-thirds that of the median pay ([ONS 2021](#)). The ONS suggests that average pay is currently £637 per week, or £33,124 per annum ([ONS 2024](#)), making a low wage £425 per week or under, or £22,083 per annum.

- providing written correspondence such as input on a piece of work
- presenting or otherwise contributing to an event for CHWA

When eligible individuals will not be paid:

The payment of fees or reimbursements of out-of-pocket costs expenses will not be made where activities do not meet the definition of paid engagement. This includes:

- open invitations to attend events, meetings, forums, training opportunities or presentations by CHWA (unless CHWA has been able to allocate specific funding to support this – for example, conference bursaries)
- attendance at social events, functions or launches
- ad hoc communication and discussions
- where an individual is a professional consultant, contracted separately by CHWA to advise on and/or facilitate other activities or matters at CHWA
- for preparation, travel or reading time (unless agreed by CHWA in advance)
- when participants do not attend scheduled meetings or complete activities

2. Process

CHWA will initiate invitations, making it clear that a fee is available to people falling into the categories given above, and describing the type of activity, expected time commitment, timeline, and desired outcomes.

The fee for engagement will be made clear prior to people agreeing to undertake the work. Payments will be made in arrears upon receipt of invoice from the payee.

3. Rates

CHWA will pay £75 per hour up to a maximum of £150 for a half-day and £250 for a full day for paid engagement activities.

4. Benefits implications

People receiving these fees are asked to take responsibility for their own tax and for any implications relating to state benefits.

We recognise however that there is currently a lack of clarity from the Department for Work and Pensions (DWP) on how individuals' benefits might be impacted by paid engagement.

It is important that anyone paid for engagement with CHWA understands any potential impacts and their responsibilities on reporting income to the Department for Work and Pensions. The **Fair Pay & Lived Experience Manifesto** (2023) may be a useful resource:

<https://artshomelessint.com/research/fair-pay-and-lived-experience-resource-and-manifesto/>

5. Out-of-Pocket Expenses

CHWA will ensure people are paid or reimbursed for reasonable expenses incurred while carrying out any commitments to CHWA. As a guideline, this may include travel, accommodation, meals and transport (including taxis, car hire, petrol reimbursement and/or parking fees). Out of pocket expenses should be agreed in advance with CHWA. These will be reimbursed within 30 days upon receipt of a completed expenses form (see Appendix 1) with any relevant receipts.

Where an early start or late finish is required (before 8am or after 6pm) to travel to or attend an activity, CHWA will arrange or reimburse for overnight accommodation.

6. Review and Maintenance of Policy

The Culture, Health and Wellbeing Alliance CIC undertakes to review this policy, its implementation and effectiveness every two years.

Any new legislation or developments in existing legislation will be considered as and when required and the policy will be updated to reflect these developments.

This policy was approved and agreed by the Board of Directors on the date shown below.

Signed:



Name (please print): Matthew Walsh

Position: Co-Chair

Date: 7 June 2024

Review dates: Two years from the above date

Organisation name: Culture, Health & Wellbeing Alliance CIC

Company Number: 12359172