FAIR PAY POLICY

The Company

StAnza International Poetry Festival (StAnza) is an organisation committed to advocating for the contemporary relevance and importance of poetry through the presentation of an annual festival in Scotland, as well as performances, events and programmes throughout the year.

Policy Statement

StAnza believes that fair pay means that trustees, workers, supporters and beneficiaries agree that it provides value for money. As a small, project-funded organisation with limited resources, it is very important that we use the money we have available for remuneration effectively. We also take into consideration the imperative to retain valued staff within a mission-driven organisation. The process of recruiting new staff costs considerable time and money, and can divert focus from the organisation's core aims.

StAnza is therefore committed to a remuneration policy that offers fair pay to attract and keep appropriately qualified staff to lead, manage, support and deliver services in line with the charity's mission and vision.

Underlying Principles

In setting and reviewing pay rates, StAnza follows the five principles of good pay set out in ACEVO's Good Pay Guide:

- Transparency: being open about how pay is set
- Proportionality: being fair and consistent
- Performance: ensuring pay works both for the organisation and those for whom we provide services
- Recruitment and Retention: to attract and retain talented and committed staff
- Process: ensuring a clear process underpinned by appropriate procedures

How we set our pay

As a project-funded organisation, StAnza does not currently engage any employees, and instead works with freelance staff.

Taking into consideration secured funding for each cycle, freelance pay rates are reviewed and budgeted annually, based on an assessment of job descriptions and person specifications, and using industry guidance for benchmarking.

Some of the professional bodies we refer to in this process include:

- Arts Marketing Association
- Association of Photographers
- BECTU
- Independent Theatre Council/Equity
- Real Living Wage campaign
- Society of Authors
- The Writer's Guild
- Making Music
- Scottish Artists Union
- Society of Authors

We are also a Living Wage employer and pay rates are always equivalent to or greater than the Real Living Wage.

Pay Equality

StAnza acknowledges the ongoing, endemic issue of pay inequality for marginalised individuals and strives to ensure fairness and equality of pay for all its workers.

Pay rates are set by the trustees within the annual budgeting process - and prior to any recruitment or contracting – and are not therefore able to be influenced by individual candidates or contractors. Owing to the challenging financial circumstances faced by most small charities, rates are not negotiable other than in exceptional circumstances and where an adjustment to rate would support our commitment to positive action in terms of equality, diversity and inclusion.

Where a role is to be publicly advertised, pay rates are clearly articulated in all recruitment materials and re-iterated at point of contract.
For individual contractors on short-term engagements, pay rates are stipulated in initial discussions and prior to the issuing of any agreement.

Monitoring and Review

The ways in which we seek to achieve our aims and the means by which we hold ourselves accountable to our commitments are constantly evolving. As such, this document and our related policies are under regular review by the Board of Trustees, Artistic Director and Operations Manager, and we welcome feedback and constructive criticism from our staff, stakeholders, collaborators, volunteers and audiences.

If you have comments on this or any other StAnza policy document, please email Suzie Kirk Dumitru, Operations Manager on suzie.kd@stanzapoetry.org

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