

## **Cambridge Carbon Footprint - Employment & Payments Policy**

Reviewed by Trustees 21/11/16

### **Introduction**

Most of CCF's work is done by dedicated volunteers, giving their time and skill.

Several work on a regular basis, performing core CCF functions.

The commitment and skill of volunteers and staff is a key strength of CCF.

This is to clarify CCF policy on paying for work and expenses.

### **Employees**

CCF (ie: the Trustees) employs a few staff in paid posts, mostly doing regular weekly work.

They are normally appointed after an open, externally-advertised recruitment.

**Internal appointments** with limited advertising can also be made, typically when the post is:

- temporary
- less than 4 hours/week on average
- an extension of work already done by that staff-member or volunteer

Both types of appointment need authorising by 2 trustees and must follow employment law, with fairness and no discrimination, also seeking to meet CCF's needs.

We'll also try to consolidate work between a manageable number of staff and volunteers.

Paid staff sometimes choose to do voluntary, unpaid CCF work as well, which is welcome, but Trustees and managers need to be alert to the possibility of this becoming an overload.

### **Self-Employed Contractors or Consultants**

CCF may pay self-employed workers, typically when their CCF work:

- is temporary or occasional
- requires a level of skill or commitment not readily available from staff or volunteers.

See government guidelines on different types of employment status: [/DG 10027916](#)

Self-employed workers are responsible for their own tax and National Insurance.

Trustees will appoint (from amongst themselves) an Independent Trustee (IT) - or preferably 2, who can support each other- to negotiate contractual agreements with free-lancers or consultants, prior to their providing services on CCF's behalf or linked to CCF's reputation.

In negotiations, ITs will take account of:

- the dominant need for CCF to get value for money
- the value of work obtained by CCF or (partly) because of CCF's reputation
- the need for fairness, consistency, clarity and honesty
- CCF's net cost and whether the service provided justifies this.

ITs will collate and keep confidential records of these payments and services, including notes on how payments were fixed and other information useful for future negotiations or transparency.

Some arrangements and payments are regular (eg: Carbon Conversations Facilitator Training). ITs can inform those commissioning regular services of standard arrangements and payment scales (reviewed at least annually) that can be used without re-negotiation. Those commissioning these services should inform ITs of any new or unusual circumstances.

An IT should be involved in the often difficult and urgent decisions about whether to cancel a service (eg: due to low bookings), whether to proceed at a loss and whether the provider will accept reduced payment.

An agreement, stating the payment and what it's for (outcomes or duration of work) must be authorised before the work begins by 2 Trustees (unconnected with the provider) and signed by the provider and the CCF person commissioning the work.

**Trustees** are not normally paid for any CCF work, but can be in circumstances described by the Charity Commission: [www.charity-commission.gov.uk/publications/cc11.asp](http://www.charity-commission.gov.uk/publications/cc11.asp)  
Also see CCF guidance: "Payment & Employment of Trustees".

## **Expenses**

Anyone is eligible for appropriate expenses incurred in CCF work. Please provide receipts. Office Procedures describe how expenses are authorised. No one can authorise their own.

## **Other payments**

Some further types of payment are not covered here:

- professional services (eg: accountancy)
- other services (eg: room-hire)
- for goods.