

Hiring of Artists/Practitioners for Events Policy

INTRODUCTION

This policy is in place to ensure fair and transparent hiring practices for events undertaken under the auspices of Hollywood Shared Town (HST), which may involve the hiring and selection of paid artists/tutors/interpreters/etc ('hires') for the purposes of events.

HST is committed to contracting local hires where possible, while adhering to a reasonable streamlined hiring process that prioritises quality, community engagement, and supports local expertise for events it runs. If a particular event requires specific roles (e.g. an opera singer, ornithologist, or chef), organisers will use their expertise and knowledge to find relevant delivery organisations/individuals to best meet their needs. This will also be done in accordance with value for money and in line with the other relevant policies and procedures by HST. The Project Manager will be ultimately responsible for the hiring for events and for the adherence to this policy.

For details on the Project and Activity Management please see relevant policy. The Project Manager must also be a HST Board Trustee.

Selection Procedures:

1. Selection Criteria for hires:

- Where possible and reasonable, hires should be based in the local area or have connections to it.
- Preference will be given to those with previous demonstrable experience in events in the community, pending the requirements of the event.
- In the case of artists, consideration will be given to a diverse range of artforms including music, dance, drama, literature, craft, and visual arts, where relevant.

2. Informal Recruitment:

- The Project Manager/Team can identify potential hires through their networks, social media, and community referrals. This list is not exhaustive.
- Hires may also be invited to submit proposals via an open call on the organisation's website or social media platforms, should this be relevant and reasonable, and applicable to the events being held.
- The negotiation and decision on hiring and the awarding of fees will be made by the Project Manager/Team and at least one other person from the Project Team, where relevant and required, and the rationale documented.
- Any conflicts of interest, real or perceived, will be declared from the earliest possible opportunity and be listed on the Hollywood Shared Town's 'Conflict of Interest's' log. Trustees are to make the Chair aware at the earliest possible opportunity to ensure that the log is up to date and accurate.

3. Evaluation and Selection:

- Hires will be contacted for discussions regarding their proposed work including fees by the Project Manager/Team.
- Event organisers will inform Trustees of proposed hires in the usual reporting mechanisms via meetings/email correspondence.
- Any contracts valued over £500 will be communicated directly to the HST Chair and Treasurer.
- Any contracts carrying any potential reputational risk, including those over £500 but not exclusive, will be communicated to the HST Chair and Treasurer, and Board at the relevant meeting.
- Hiring (for payment) trustees or individuals connected with trustees is part of the process is not prohibited under our Articles, but HST will comply with both internal requirements (including board approval in advance - and all statutory requirements under the NI Charities Act).
- No trustee or 'connected person' (as defined in the Charities Act NI 2008) should be hired without prior board approval and the Board being satisfied (i) with the rationale for hiring a trustee or connected person; (ii) that all internal and statutory requirements are met and (ii) the fee being paid to the trustee or connected person is reasonable and in line with fees paid to non-connected hires.

4. Contract and Payment:

- Selected hires will receive a simple contract outlining engagement details, expectations, and payment terms.
- Payment rates will be consistent with union rates, community standards and budgets.
- Before payment is made, contracts will be fully completed.
- HST require two people (Directors) to authorise any significant contracts before they are concluded. This is usually the Chair and Treasurer, but not limited to.

5. Feedback and Follow-Up:

- After each event, where feasible, feedback will be collected from hires and attendees to improve future hiring processes and event planning. This will be presented to the Board for discussion, where relevant.
- The Treasurer will inform CCNI of any hires of trustees or 'connected persons' via the usual process including in the Annual Return.

6. Transparency:

- A summary of the event details will be publicly available on request, subject to GDPR and any legal obligations. This is to ensure accountability and transparency.
- This will also form part of HSTs accountability reporting through the Annual Report.

Review and Amendment:

This policy will be reviewed every three years to ensure it meets the needs of the organisation and the local network of expertise. Amendments may be made as necessary based on feedback and evolving practices by the HST Board.

Effective Date:

Approved By:

Hollywood Shared Town

