

## **MD2946 Appendix 1**

### **Mayor's Cultural Leadership Board Freelance and Unwaged Allowance Framework – Eligibility, Terms and Conditions**

1. While the position on the Mayor's Cultural Leadership Board is unremunerated, as a member of the Board, all freelance or unwaged members can claim an annual allowance for each year of their tenure.
2. Board members will qualify for the allowance payment if they meet one of the following criteria:
  - a. be a freelancer (self-employed)
  - b. be unwaged (unemployed).
3. This framework has been specifically created to attract and retain freelance creative practitioners such as producers, designers, artists, dancers and musicians, who:
  - have been historically under-represented on the Board;
  - are often highly skilled but relatively low-paid with two-thirds holding a university degree but with an average income under £20,000 per annum (Centre for London, 2021);
  - spend considerable time looking for paid work, especially early on in their careers; a US study found that the majority of design freelancers spent up to six hours a week looking for paid work, while nearly a quarter spent seven hours or more (Payoneer, 2017); and
  - when coming from ethnically diverse backgrounds, are under-represented in the arts sector but over-represented amongst the arts freelance community, representing 51 per cent of the workforce (Inc Arts, 2021).
4. Members will apply annually for the allowance by completing Mayor's Cultural Leadership Board Allowance Application Form (See Appendix 2).
5. Members will then claim the payments, quarterly, by completing and submitting the Mayor's Cultural Leadership Board Freelance and Unwaged Allowance Framework Claim Form. The Mayor's Cultural Leadership Board Secretariat will manage the applications, claims and associated finance, and administrative processes and queries for the allowance.
6. The allowance will be paid to members quarterly, in arrears, within 28 days of receipt of a completed claim form, submitted to the Mayor's Cultural Leadership Board Secretariat.
7. The allowance framework is separate to the procurement of bespoke services from individual Board members, which is supported by existing GLA procurement policies.

8. All Board Members take responsibility for declaring any conflicts of interests that may arise as a result of this allowance in line with the Mayor's Cultural Leadership Board Code of Conduct, under 'Declaration of Interests'.
9. The allowance framework is separate to the existing GLA Expenses and Benefits Framework.
10. The allowance payment will not form part of Board member Terms of Appointment.
11. The allowance payment is non-pensionable.
12. The allowance payment subject to tax and National Insurance contributions.
13. The payee must
  - inform the relevant bodies if they are in receipt of any state benefits, of the allowance payment(s) so that they can make any adjustments; and
  - inform the Board Secretariat as soon as possible if they become a salaried employee, which will make them ineligible for any remaining quarterly payments.
14. The above eligibility criteria, terms and conditions of the allowance will be communicated to all members of the Mayor's Cultural Leadership Board as part of their induction.

## MD2946 Appendix 2

### Mayor's Cultural Leadership Board Freelance and Unwaged Allowance - Annual Application Form

While the position on the Mayor's Cultural Leadership Board is unremunerated, as a member of the Board, all freelance or unwaged members can claim an annual allowance for each year of their tenure. Board members should review the Mayor's Cultural Leadership Board Freelance and Unwaged Allowance Framework – Eligibility, Terms and Conditions.

The rate of the allowance is £50 per hour for a maximum of 60 hours. A fixed total of 15 hours (£750) can be claimed per quarter on submission of the allowance claim form. Payments will be issued in arrears following the attendance of the main or subgroup Board meetings and for any time spent in preparation of Board meetings or other related Board activity. This is in addition to any other itemised expenses incurred as a result of your work for the Board, as set out in the Standing Orders.

If you would like to apply for the allowance for this financial year, please complete this application form and return it to [Jezreel.James@london.gov.uk](mailto:Jezreel.James@london.gov.uk).

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#### Section 1

I would like to claim the Mayor's Cultural Leadership Board Allowance for 2022-23 and confirm that I am currently (tick the appropriate box):

- ☐ a freelancer (self-employed)
- ☐ unwaged (unemployed)

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#### Section 2

I sign this form to confirm that:

- I understand this payment is non-pensionable and is subject to tax and National Insurance.
- I understand that this payment may impact any state benefits that I am in receipt of, now or in the future; and that I am responsible for informing the relevant bodies of my receipt of this allowance so that they can make any adjustments.
- if I become a salaried employee, I will inform the Secretariat as soon as possible; and I understand that I will become ineligible for any remaining payments.
- I understand that, to receive the allowance, I will need to complete a quarterly claim form.

Full name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**Section 3 (Internal Use Only – Executive Director Authorisation)**

Full name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_