**Building on (anonymised)** [**pay review proposal**](https://docs.google.com/document/d/163hKGUefiBihWjX98mEATfmgXR0VNjRiqeX6jixGhjs/edit)**, passed at the CG in February 2020.**

**Steps:**

1. Identify questions that we aim to give the CG to answer with a few potential options.
	1. Initial Zoom meeting amongst the pay review group to explore key answers we aim to reach consensus on through the pay review process
2. Identify questions for staff and for ourselves to circulate/discuss, to help with framing options for the CG.
	1. In same initial Zoom meeting, decide on the underpinning questions that the pay review group and staff should be answering together, based on each person’s individual perspectives. The answers to these questions will lead us towards the different options we will present to the CG as possible answers to the questions in Step 1.
	2. Create GoogleForm to circulate amongst pay review group and staff.
	3. Set deadline and circulate.
3. Identify budget, financial constraints and different income scenarios.
	1. Get up to date budget figures from finance person (what we have, what is committed)
	2. Identify different income scenarios (Best case, worst case, median case)
	3. Create budget projections on different income scenarios (How much more could we commit to staffing costs in each of those 3 scenarios?)
4. Develop potential answers to questions in step 1, based on pay review discussions, budget realities and staff input.
	1. Pay review group to present any initial proposals as potential answers to the Step 1 questions.
	2. Zoom meeting to debate and clarify initial proposals and to develop new ones together.
	3. Consolidate and work out agreed options and rationales for CG proposal
	4. Write up Step 1 questions, agreed options and rationales for CG.
5. Present questions and potential answers from Steps 1, 2 and 3 to the CG at least a week before the next CG meeting.
	1. Circulate on email/whatsapp.
	2. Do follow-ups w/ other CG members to explain the options in advance, to help improve the odds of an engaged conversation at the meeting.
6. Seek CG consensus on a set of answers to the Step 1 questions at CG meeting.
	1. Identify steps to implementation in meeting.
	2. Identify and rewrite appropriate internal documents.
	3. Adjust budgets to reflect decisions.
	4. Inform finance person about new payment figures.

**Timelines:**

**FRAMING**Step 1: Week of March 30th

**GATHERING**

Step 2: Week of April 6th (meeting needed)

Step 3: Week of April 6th

**CONSOLIDATING**

Step 4: Weeks of April 13th and 20th (meeting needed)

**DECIDING**

Step 5: Week of April 20th

Step 6: Date TBC

**STEP 1 QUESTIONS**

1. What should our FTE staff baseline wage be?
	1. OPTION A / Rationale / Cost
	2. OPTION B / Rationale / Cost
	3. OPTION C / Rationale / Cost
2. Should we be a 4 day/week employer? (ie - 4 days becomes our FTE)
	1. Yes - Rationale
	2. No - Rationale
	3. Something less definitive - Rationale
3. Should staff pay fluctuate based on personal circumstances (ie - children, inheritance) and if so, how?
	1. Yes - Rationale
		1. OPTION A / Rationale / Cost
		2. OPTION B / Rationale / Cost
		3. OPTION C / Rationale / Cost
	2. No - Rationale
4. What should our freelance day rate be?
	1. OPTION A / Rationale / Cost
	2. OPTION B / Rationale / Cost
5. Can we bring the staffing of the specific project into line with the wider staffing agreement and ensure that future projects are aligned with our wider staffing principles?
	1. Yes / Rationale / Cost
	2. Yes for future projects / Rationale / Cost
	3. No / Rationale
6. OTHERS?

**STEP 2 QUESTIONS**

1. Should we be a 4 day work week employer? (All staff paid at what we determine to be full-time rates, for 4 day work weeks)
2. What principles should inform our approach to pay?
3. Should we be looking either to pay staff extra if they have dependents, and/or pay staff less if they have additional sources of wealth e.g. inheritance?
4. What do other organisations pay for comparable work? How would we like to situate ourselves in relation to those organisations?
5. Should the freelance rate be directly pegged to the staff day rate, or are there enough different variables to see it as a separate calculation that is easier to review independently of the staff day rate?
6. Are there any circumstances where the organisation can justify paying some staff less than others? (ie - discreet, externally funded projects?)
7. OTHERS?