

Rates. Expenses. Working T&Cs.



Effective April 2023

A Bectu guide for members and employers
London Production Division

BECTU RECOMMENDED FREELANCE TERMS AND CONDITIONS

These are the terms and conditions that Bectu recommends for freelancers working in Outside Broadcasting. They include the recommended rates of pay along with travel and subsistence rates. These are the minimum expectations and members are free to negotiate improvements suitable for their particular circumstances.

These rates and terms are effective from April 2023.

1. Working Day

1.1. The Daily Rate (see *BECTU recommended travel and subsistence rates for Outside Broadcast freelancers*) is for days of up to 10 hours from call time to off-site time, and includes a paid 1 hour meal break.

2. Working outside the UK

2.1. Travel days are Working Days.

3. Working on Christmas Day, Boxing Day and New Year's Day

3.1. The Daily Rate and the T-rate (T) are doubled for working on any of Christmas Day, Boxing Day and New Year's Day.

4. Travel and subsistence

4.1. The Daily Rate does not include travel related costs, accommodation, subsistence. Where these are necessary but not provided/paid directly, they will be charged according to *BECTU recommended Travel and subsistence rates for Outside Broadcast freelancers*.

5. Overtime

5.1. 1T = Daily Rate/10.

5.2. Hours for overtime purpose are always rounded up to the next whole hour.

5.3. Overtime rate after 10 hours, 1T.

5.4. Overtime rate after 12 hours, 2T.

6. Length of day

6.1. The maximum day length shall be 14 hours.

6.2. If due to unforeseeable and uncontrollable events, a day should overrun beyond 14 hours, an additional payment of 1 day (10T) will be paid and a hotel provided. If working the next day, the crew member shall have an 11 hour rest break.

7. Night Work - Hours Past Midnight

7.1. If work continues past midnight, an additional ½ day rate will be chargeable in addition to any applicable overtime.

7.2. If work continues past midnight, hotel accommodation will be provided, or chargeable if not provided.

8. Meal Breaks and Meal Provision

8.1. A day of at least 10 and less than 12 hours will have a 1-hour meal break near the middle of the working day, but not more than 6 hours from the start.

8.2. A day of 12 or more hours will have an additional 30-minute break after the meal break.

8.3. Broken meal breaks will be charged at 1T.

8.4. If local restaurants aren't available (for example, a remote location, or they are too busy due to the event), then a hot meal should be provided during the meal break and a snack during an additional break. (A restaurant is considered to be a sit-down meal).

9. Parking

9.1. Secure parking should be provided, free of charge, at a location within reasonable distance from site. The route to and from the parking must be deemed to be safe for all members of the crew.

9.2. When free parking is not available suitable parking locations (the same criteria as above applying) should be made well known.

9.3. Where driving to a venue and parking is not possible (for example, some city centre locations) alternative solutions will be agreed.

10. Onsite Facilities

- 10.1 Clean, usable, and appropriate toilet and washing facilities to be available onsite for the entire duration of the working day.
- 10.1. Suitable shelter from weather to be available with a rest area out of the rain, cold, sun and heat.
- 10.2. Tea & coffee facilities to be supplied and fresh drinking water to be available at all times.

11. Accommodation

- 11.1. Hotel accommodation to be offered in the following circumstances:
 - 11.1.1. The booking is for 2 or more consecutive days.
 - 11.1.2. The length of day is 12 hours or greater.
 - 11.1.3. Hours onsite go past 11pm.
 - 11.1.4. Hours onsite start before 7am (hotel for the previous night).
 - 11.1.5. The break between turns of duty is less than 11 hours.
- 11.2. The offer of a hotel room is always the preferred option but if exceptionally a hotel is not able to be booked by the client, then the hotel cost will be chargeable as set out in *BECTU recommended travel and subsistence rates for Outside Broadcast freelancers*.
- 11.3. Where a crew member prefers, travel home and/or travel to work (as appropriate) via taxi may be provided as an alternative to hotel accommodation.

12. Engagement

- 12.1. All engagements to be accompanied by a Purchase Order, to include at least location, call times, hours on site and car parking/travel information.
- 12.2. Unless otherwise agreed all of the terms set out in this document shall automatically apply in full on all engagements.

13. Cancellation

- 13.1. Cancellation of the engagement by the client, less than 48hrs ahead of the onsite time, will be charged at the Daily Rate for the first two days of the engagement. Subsequent days on the same engagement will be chargeable at the Daily Rate or as otherwise agreed at time of engagement.
- 13.2. Change of location will require an amended contract to be agreed, and any additional time or costs resulting from the change will be chargeable.

14. Terms of payment

- 14.1. Invoices to be paid in full within 30 days of presentation of invoice, failing which late payment interest and charges become payable as set out in legislation.

BECTU RECOMMENDED FREELANCE TRAVEL AND SUBSISTENCE RATES

These are Bectu recommended rates covering the cost of travel, subsistence, accommodation and other expenses. The following rates are subject to regular review.

1. Travel

- 1.1. Public transport and taxis from home to OB location – actual cost.
- 1.2. Public transport from OB location to OB location – actual cost.
- 1.3. Car mileage from home to OB location - HMRC allowable rate, currently 45p/mile.
- 1.4. Car mileage from OB location to OB location - HMRC allowable rate, currently 45p/mile.
- 1.5. Parking (including airport parking when travelling by air) – actual cost.

2. Subsistence - UK

- 2.1. A £25 Per Diem will be paid to cover meals not provided and paid for.

3. Subsistence – outside the UK

- 3.1. A per diem appropriate to the location of not less than £25 will be paid to cover meals not provided and paid for, plus not less than £5 per day to cover the additional expenses of being outside the UK.
- 3.2. In high cost overseas locations the appropriate per diem level will be increased as appropriate.

4. Accommodation

- 4.1. Hotel accommodation – actual cost, subject to a maximum of £150 inside the M25 and £100 outside the M25. (*Note – Clause 11.2 in the Terms and Conditions – above*)

BECTU RECOMMENDED FREELANCE RATES OF PAY

On page 4 (below) you will find Bectu's rates guidance for individual roles referred to in this document.

This is designed to capture the norms for freelance workers in Outside Broadcasting and the rates quoted here were derived from a survey that was conducted over a three-week period in December 2022 and the resulting figures were adjusted and approved in a large-scale online consultation with over 200 members January 2023.

Please note, these are recommended professional rates agreed by members of Bectu working in OBs.

- All rates are labour-only, for a ten-hour day in line with Bectu's recommended T&Cs for outside broadcasts.
- Travel, subsistence, accommodation, and supplied equipment should be charged as extras and itemised on your invoice.
- Assistants engaged by you should be paid at the appropriate rate and itemised on your invoice.

There are two categories of rates quoted here.

- 1) The **"Target rate"**. This is the rate that some Bectu members are already getting. Bectu urges members to make this the starting point in any negotiation.
- 2) The **"Professional Minimum Rate"**. Bectu recommends that members should treat this figure as a minimum professional rate for this kind of work. Employers can have fewer guarantees of professional quality work when employing workers at a lower rate than this.

See page 4 (below) for the full table.

RATES GUIDANCE TABLE

Job Title	Target Rate	Professional Minimum Rate
Camera Department		
Camera Assistant	325	300
Camera Guarantee	570	450
Camera Operator	500	400
Camera Supervisor	550	450
Jib Operator (equipment not included)	650	575
Remote / Hothead Operator	580	440
RF Camera Operator	550	420
Special Cameras Operator	600	450
Steadicam Operator – should itemise invoices showing cost of labour, equipment hires, and employment of an Assistant at the above rate.	tbc	tbc
EVS / VT		
EVS Guarantee	550	480
EVS / Replay / VT Co-ordinator	500	410
EVS / Replay / VT Operator	575	400
VT Editor	600	450
RF / Comms		
RF Engineer	450	425
RF Supervisor	550	470
Uplink Engineer	500	430
Graphics		
Graphics Operator	575	400
Sound		
Sound Engineer/Operator/Assistant/Audio A2	450	430
Sound Guarantee	560	530
Sound Supervisor	560	530
Vision and Engineering		
Broadcast Engineer	600	450
Vision Engineer	480	410
Vision Guarantee	650	480
Vision Supervisor	525	460