



## Live Literature sessions:

# Code of conduct and conditions of funding

### The programme

Live Literature is a national programme of events connecting authors and communities across Scotland. Creative Scotland funds the programme and supports 1200 events per year. Authors are paid a fee of £175 plus expenses (within set guidelines) per session. Approximately 50,000 people attend Live Literature events each year.

Scottish Book Trust hosts a directory of hundreds of writers (including poets), storytellers, playwrights, screenwriters, illustrators, graphic novelists and spoken word artists who meet set [criteria](#). These authors and creators carry out Live Literature events. An [advisory group](#) meets twice a year to review the criteria and provide feedback on the programme.

Scottish Book Trust hosts the directory on its website and distributes funding for events at two deadlines each year.

**As the named contact on the Live Literature application made to Scottish Book Trust at the September 2019 deadline, I confirm that I have read and can agree to the following conditions on behalf of my organisation.**

### A. Background

- Scottish Book Trust champions the rights of authors and advocates for the value of their work. This code ensures the high quality of Live Literature events, the good reputation of **all** hosting organisations, as well as the reputation of Scottish Book Trust.
- Authors listed on the directory must adhere to a Code of Conduct when carrying out Live Literature events. This only applies to work taken on through the programme. These conditions are the equivalent for organisations carrying out events supported by the programme.
- The Code of Conduct applies to anyone who works on your behalf on Live Literature events or represents your organisation in communications with Scottish Book Trust or authors, e.g. a direct report, colleague, volunteer. We will contact you directly if we receive reports of their misconduct.

- As an organisation receiving funding from Scottish Book Trust, you agree that we can contact you about the programme or events at any time.

## **B. Expected standards of behaviour**

1. The conduct of those representing or employed by organisations outside of funded events is normally of no concern to Scottish Book Trust. However, we reserve the right to revoke this offer of funding at our discretion if:
  - a. an organisation's activities present a risk of future harm to audiences or authors
  - b. an organisation's activities are likely to damage the reputation of Scottish Book Trust or the Live Literature Programme.
2. When carrying out events funded by Live Literature, we expect event organisers to act with integrity and good faith when communicating with authors and Scottish Book Trust about the programme.
3. Event organisers must respect audiences and authors. They should act in a way that is professional, respectful and appropriate. We ask that authors treat event organisers with the same respect and professionalism.
4. Scottish Book Trust supports equality, diversity and inclusion and does not tolerate bullying or harassment of any kind. We expect that event organisers will act in a way that upholds these standards when delivering events funded by Live Literature.
5. Event organisers must respect confidential information gained in the course of professional practice, e.g. communicating with authors, **unless** the wellbeing of an individual requires disclosure to Scottish Book Trust.

## **C. Child protection and protection for vulnerable adults at Live Literature events**

- Scottish Book Trust does not ask authors and creators if they have a disclosure with Disclosure Scotland or if they are a member of the PVG scheme at any stage of the Live Literature programme.
- Many authors and creators **do not** hold a disclosure/PVG membership.
- For the safety of both the organisation and the author/creator, authors and creators should never be left alone with audiences. It is your responsibility as the event organiser to make sure that the event is appropriately supervised and supported.
- If you have concerns, or if you would like to contact us about misconduct by a visiting author or creator, please email [kayleigh.bohan@scottishbooktrust.com](mailto:kayleigh.bohan@scottishbooktrust.com).
- **If you think a child is in immediate danger, don't delay – call the police on 999 or call NSPCC on [0808 800 5000](tel:08088005000), straight away.**



## D. Social media

We really appreciate your support in spreading the power and joy of books, reading and writing, and we hope you will enjoy delivering events through Live Literature.

Please be aware that our Code of Conduct applies to both online and offline behaviour. If you would like more details, we can send you our short, good practice social media guidelines. Please contact Kay ([kayleigh.bohan@scottishbooktrust.com](mailto:kayleigh.bohan@scottishbooktrust.com)) for a copy.

## E. Free events

Live Literature exists to bring authors into communities across Scotland and to advocate for authors to be paid for the work that they do. It is contrary to the aims of the programme to underpay authors or seek free events from authors in a way that undermines these aims. Where Scottish Book Trust is aware of this, it will be taken into account when prioritising applications at the funding panel. For more about free events, [see our FAQ](#).

## F. Session responsibilities

We have outlined what you can expect in a session and from authors [on our website](#).

We expect that you will:

- Prepare for and deliver the event/s to the best of your abilities and in line with the conduct expectations above.
- Use all sessions allocated between **1 January and 31 March 2020**. By agreeing to this code you understand that sessions can only be carried forward into the next period under *exceptional* circumstances and that Scottish Book Trust must grant permission for any extensions in advance.
- You agree to inform Scottish Book Trust **as soon as possible** if you cannot use any or all of the sessions so that these can be used by others.
- You agree to send details of all sessions (the date and the author booked), once confirmed, to [live.literature@scottishbooktrust.com](mailto:live.literature@scottishbooktrust.com).
- You understand that **only** authors listed on the [Scottish Book Trust directory](#) are eligible to carry out session/s supported by Live Literature. You agree to use eligible author/s. Please check the current author directory before booking your author. If you've worked with someone in the past and they aren't listed now please let us know as soon as you can.



- You agree to pay Scottish Book Trust £75 + VAT (£90) for every session used, by the date on the invoice.
- You agree that no pupils will be charged to attend these event/s. You understand that it is a condition of sessions awarded to schools and organisations collaborating with schools that you do not charge pupils a cost to attend any Live Literature session. This applies to events held in, or organised by, a school or that pupils attend as part of their time in education.
- You agree that any event with a charge will cost a maximum of £5 per ticket.
- You agree to fill in an evaluation survey after your final session/s within 6 weeks of the final session in your allocation.

## **G. Expenses and payment**

Authors can claim expenses for travel, accommodation and subsistence [within our guidelines](#). Fees are paid within 30 days of Scottish Book Trust receiving the author's claim form. You can read an outline of our payment process [here](#).

It is your responsibility to provide a claim form to the author with the first half filled out; it is the author's responsibility to submit the claim form. If you do not receive an invoice within six weeks of giving the author the claim form, please contact them to check they've sent this to Scottish Book Trust as soon as possible and let us know if you have any difficulties.

## **H. Process for investigating misconduct**

The vast majority of Live Literature events are a positive, rewarding experience for the author, the organisation and the audience. Where problems arise, Scottish Book Trust will do its best to resolve issues between organisations and authors. We may ask to see emails or other written communication about the event.

Scottish Book Trust will look into all reports of misconduct and involve both the host organisation and the author as appropriate.

If misconduct by a representative of an organisation has occurred, we may take some or all of the following steps as appropriate:

- Issue a warning that Scottish Book Trust will not consider funding applications from your organisation in the event of future misconduct.
- Ask to meet with you to discuss how a conflict can be avoided in future.



- Where misconduct by an organisation is serious, or presents a risk of harm to authors, audiences and Scottish Book Trust, we reserve the right to revoke funding at our discretion.
- Scottish Book Trust reserves the right to invoice for the full cost of sessions where serious misconduct has occurred, to be decided on a case-by-case basis.

**You agree to meet these conditions. You understand that if you cannot meet these conditions, and do not inform Scottish Book Trust, any application you make at the next two deadlines will not be prioritised.**

If you can meet the above conditions, you do not need to respond.

If you cannot meet the above conditions, please contact Scottish Book Trust as soon as possible, and **before** booking any authors.

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