



## **SUPPORTING COUNTY RECORDERS**

### Optional Remuneration Scheme Guidelines

#### **1. Introduction**

The Suffolk Naturalists' Society (SNS) aims to record and promote Suffolk biodiversity. To achieve this aim, SNS depends on the efforts of County Recorders (CRs) to record, monitor and champion the many species-groups present in the county. SNS Council recognises and supports these efforts by offering optional remuneration to CRs for their time and expertise.

This guidance document explains how the Optional Remuneration Scheme for CRs operates, as follows:

- Optional remuneration for core CR activities
- Optional remuneration for supplementary CR activities
- Table of optionally remunerable activities
- Other support for CRs

#### **2. Optional remuneration for core CR activities**

SNS Council entrusts the CR role to specialists from among the SNS membership who have the knowledge and enthusiasm to support others in the study of Suffolk natural history. CRs manage their own work, but SNS Council looks to CRs to take responsibility for the following core activities:

- Operating an accessible and effective validation scheme for Suffolk records pertaining to the CR's species-group
- Collating all valid Suffolk records in that species-group, and forwarding them regularly to the Suffolk Biodiversity Information Service (SBIS)
- Preparing regular reports on that species-group for publication in *Suffolk Natural History*
- Providing basic training for an assistant CR should SNS Council appoint one, or for a successor CR if vacating the role

If desired, CRs may claim optional remuneration for any of these core activities up to a cap, as per Section 4 below.

SNS Council recognises that not all CRs may wish to claim optional remuneration, and there is no requirement to do so. The Optional Remuneration Scheme is intended to support CRs to achieve more than they might be able to achieve without it. It is also intended to encourage working-age specialists to take up the role of CR where a sacrifice of time or income might otherwise prevent it.

The offer of optional remuneration for CRs does not imply that there should be only one CR for each species-group. The breadth of a species-group, or other factors such as its size, geography, or recording intensity, may require a team of co-CRs, or of a CR and assistant CRs. Any co-CR or assistant CR recognised by SNS Council is also eligible for optional remuneration for their work to fulfil the core CR activities above, subject again to a cap.

Note that recording is not itself a remunerable activity, nor is it necessarily the responsibility of CRs. Any ordinary SNS Member, or even members of the public, may submit records to CRs. The special responsibility of the CR is to validate these records, collate them, and forward them to SBIS.

### **3. Optional remuneration for supplementary CR activities**

SNS Council encourages CRs to take the lead in promoting and championing their species-groups beyond the core activities listed in Section 2 above. It is especially desirable for CRs to engage and inspire the ordinary SNS membership. In addition, some CRs may wish to help raise the Society's profile and recruit new members through public and schools outreach.

At the same time, SNS Council recognises that CRs may be time- and resource-limited. In support of CRs who would like to expand their role beyond core activities, SNS Council offers optional remuneration up to a cap for supplementary activities that promote study of Suffolk natural history, as per Section 4 below. These activities include giving talks or presentations, leading workshops, and establishing and managing SNS member sub-groups.

As with the core activities listed in Section 2 above, this offer of optional remuneration does not imply that only one CR should undertake supplementary activities for each species-group. Any co-CR or assistant CR recognised as such by SNS Council is also eligible for optional remuneration for supplementary activities, subject again to a cap.

There is no requirement for CRs to claim optional remuneration for supplementary activities if they do not wish it. Rather, SNS Council intends only for CRs to be able to access financial support where it would be helpful or welcome. SNS Council also intends for such support to be more readily accessible

to CRs than it would otherwise be through the regular Grants Scheme open to all SNS members.

#### 4. Table of optionally remunerable activities

The following table lists all activities and outputs for which SNS Council offers optional remuneration to CRs. The table should be read in conjunction with the numbered notes, which form an integral part of the Optional Remuneration Scheme guidance.

The total remuneration available in any year is limited by the financial resources available to SNS Council. The table therefore includes caps on remuneration for a given species-group. If there are multiple CRs or assistant CRs for a species-group, the cap applies to the CR team as a whole, not individually.

The species-group caps assume that most CRs will claim only part of the potential remuneration available in a given year, because they do not undertake some activities that year, or do not wish to claim for them. CRs should consult SNS Council if they intend to make a large number of remuneration claims, for instance for multiple supplementary activities.

#### Optional Remuneration Scheme activities<sup>1</sup>

Activity	Remuneration	Species-group cap
<b>Core activities</b>		
- Oversight of records <sup>2</sup>	£15/hour	£750/year
- Report for <i>Suffolk Natural History</i> <sup>3</sup>	£150-£300	£300/year
- Training assistant or successor CR <sup>4</sup>	£275	£275 every two years
<b>Supplementary activities</b>		
- Leading workshop <sup>5</sup>	£275/day	£700/year
- Delivering presentation or talk <sup>5</sup>	£50	£150/year
- Establishing SNS sub-group <sup>6</sup>	£750 one-off	£750 one-off
- Managing SNS sub-group <sup>6</sup>	£500/year	£500/year

#### Notes

1. Neither this table of activities, nor these Optional Remuneration Scheme guidelines of which it is a part, constitute a contract between SNS Council and an individual CR or group of CRs. SNS Council reserves the right to review, edit or terminate all or part of the Optional Remuneration Scheme at any time. SNS Council also reserves the right to cap total remuneration across all CRs in a given year to a level that SNS Council considers appropriate to available financial resources.
2. Oversight of records includes acting as a referee for the identification of specimens, validating submitted records (such as acting as an iRecord verifier), and collating and submitting valid records to SBIS at least once per year. It does not include the act of recording itself. It also does not include building or maintaining a database of records. Should co-CRs or assistant CRs be involved in overseeing records, the species-group cap applies to the CR team as a group, not individually. The cap represents 50 hours of work per year, which SNS Council presumes will be attained only for the larger or more intensively recorded species-groups.
3. Within the band shown, the precise level of remuneration offered for a CR report is at the discretion of the Editor of *Suffolk Natural History*. CRs are invited to discuss plans for their

reports with the Editor if desired. Should co-CRs or assistant CRs be involved in writing reports, the species-group cap applies to the CR team as a group, not individually.

4. SNS Council must first agree the person to be named assistant or successor CR before any training can be remunerated. CRs cannot be remunerated for training that they do not personally supervise, such as for an external course for which separate support may be available as per Section 5 below. Ideally, training for any successor CR should begin three months in advance of the current CR vacating the role, and it should include a supportive hand-over. Should co-CRs be involved in supervising training, the species-group cap applies to the CR team as a group, not individually.
5. Workshops and talks can take place at SNS events, such as Field Meetings or Member Evenings. CRs may also organise their own workshops or talks, including for other organisations, for the public, or in schools. If the workshop or talk is for another organisation or the public, it must be advertised and open to SNS members in order to qualify for optional remuneration. SNS Council may also limit optional remuneration should the CR be remunerated for the talk or workshop by another organisation, or by paying members of the public. The day rate for workshops assumes five hours of activities, including a brief lunch. SNS Council reserves the right to prorate or augment the figures quoted in the table for shorter or longer workshops or talks. SNS Council will offer travel expenses at HMRC rates. Ancillary expenses, such as for materials, may also be offered at SNS Council discretion. Should co-CRs or assistant CRs be involved in giving the talk or leading the workshop the species-group cap applies to the CR team as a group, not individually.
6. In order to qualify for optional remuneration, the sub-group must involve at least three SNS members, and it must meet for fieldwork, knowledge-sharing, self-improvement or similar purposes at least three times per year. The sub-group must also cover at least one species-group for which SNS Council has recognised a CR position. SNS Council reserves the right to prorate or reduce to nil the figures in the table above at its discretion, should the sub-group have fewer members or meetings. Should co-CRs or assistant CRs be involved in leading the sub-group, the species-group cap applies to the CR team as a group, not individually.

## **5. Other support for County Recorders**

This guidance document explains the Optional Remuneration Scheme for CRs. At its discretion, SNS Council may also offer additional financial support to CRs to facilitate their work. This support would normally take the form of a one-time grant for purposes such as:

- Acquiring equipment necessary to oversee recording, including microscopes, lab consumables, field equipment, software, etc
- Acquiring equipment necessary to conduct workshops, especially for the benefit of SNS members, such as hand-lenses, collecting tools, etc
- Undertaking specialised training with respected external biodiversity educators, such as the Field Studies Council or national species-group bodies
- Composing a Suffolk-focused publication for a species-group, such as a county flora, field-guide, checklist, beginner's guide, etc

Should any CR wish to apply for additional support for such purposes, it is essential first to discuss intentions with SNS Council. Depending on the purpose and the amount of support requested, SNS Council may direct the CR to apply via the dedicated Grants Scheme instead.

CRs should also be aware that certain conditions are likely to be attached to any additional funding, should SNS Council grant it. Example conditions include holding purchased equipment in trust on a long-term loan, giving related workshops or talks to SNS members, initiating new projects based on training received, and the like.