

POLICY CENTRE FOR AFRICAN PEOPLES (PCAP)

PAY POLICY

VERSION JUNE 2023

At the Policy Centre for African Peoples (PCAP), we are committed to fostering a fair and staff-friendly pay policy that aligns with our values of transparency, equality, and social justice. This policy is designed to ensure that our staff members are fairly compensated for their skills, experience, and contributions to our mission. We believe in maintaining open and transparent communication about our pay practices to uphold public trust and demonstrate our commitment to fairness.

1. Equal Pay and Non-Discrimination: PCAP is committed to providing equal pay for work of equal value, irrespective of gender, race, ethnicity, disability, age, sexual orientation, religion, or any other protected characteristic. We adhere to all applicable UK legislation and regulations, including the Equality Act 2010, to ensure that our pay practices are free from discrimination.

2. Pay Structure and Bands: PCAP has established a structured pay system that includes clear pay bands or grades. Each staff position is assigned to an appropriate pay band based on job responsibilities, required qualifications, experience, and market rates. The pay bands are reviewed periodically to ensure competitiveness and fairness.

3. Fair and Competitive Compensation: PCAP aims to provide fair and competitive compensation packages to attract and retain talented individuals. Our pay rates are determined through a combination of factors, including job responsibilities, required qualifications, relevant experience, and the external market. We conduct regular benchmarking exercises to ensure our pay rates are in line with industry standards and reflect the value of our staff's contributions.

4. Pay Reviews and Progression: PCAP is committed to conducting regular pay reviews to ensure that our staff members' compensation remains fair and competitive. These reviews may consider factors such as performance, skills development, market changes, and internal equity. Promotions or progression

within the pay bands are based on merit and demonstrated contributions to our mission.

5. Transparency and Communication: PCAP believes in open and transparent communication about our pay policies and practices. We provide staff members with clear information on how pay is determined, including the factors considered, pay band structure, and the review process. This information is communicated during the recruitment process and is available to all staff members in the staff handbook and on our public website.

6. Annual Pay Statements: PCAP provides staff members with annual pay statements that detail their compensation, including base salary, any additional benefits, and any changes from the previous year. These statements help promote transparency and enable staff members to understand how their pay is determined.

7. Pay Progression and Development: PCAP encourages staff members' professional growth and development. We provide opportunities for training, upskilling, and career advancement, which may be considered during pay reviews. We believe in recognising and rewarding staff members' efforts to enhance their skills and contribute to the organisation's success.

8. Pay Dispute Resolution: PCAP has a clear process for addressing pay-related concerns or disputes. Staff members are encouraged to raise any concerns through the appropriate channels, such as their line manager or relevant human resources person. We are committed to addressing such concerns promptly, confidentially, and in accordance with our grievance procedure.

PCAP is dedicated to upholding these principles of fairness, transparency, and equal pay. By publicly sharing our pay policy, we aim to demonstrate our commitment to accountability, transparency, and social justice.

If you have any questions or require further information about our pay policy, please contact us via [info\[@\]pcap.org.uk](mailto:info@pcap.org.uk)

This pay policy is effective from 1st June 2023 and will be reviewed periodically to ensure its continued relevance and alignment with our values and legal requirements.

Board of Trustees, Policy Centre for African Peoples (charity registration number 1131139).