

PAY POLICY

Policy Adopted	March 2022
Last Reviewed	March 2025
Next Review Due	March 2028

Date	Reviewed by	Approved by	Date Accepted by Trustees
May 2022	Pay Review Committee	Policy Review Committee	16/05/2022
March 2025	Pay Review Committee	Policy Review Committee	July 2025

1. INTRODUCTION

Triple C (Liverpool), hereafter referred to as Triple C, is committed to raising funds to pay their staff a fair wage for the roles and responsibilities they fulfil.

Triple C is a charity and most funding is given through the generosity of other charitable trusts and funds, enabling Triple C to work towards fulfilling its aims and objectives. Triple C's capacity to pay staff is dependent on funds being secured and budgets that have been agreed.

Triple C will endeavour at all times to submit funding applications to honour the ethos and aspirations of this policy. However, if funding falls short, the charity may be unable to do this and the Trustees will prioritise the financial stability of Triple C.

2. INTRODUCING THE LIVING WAGE

Triple C aspires to be a Real Living Wage Employer, accredited by the Living Wage Foundation and will endeavour to fundraise to enable this aspiration to be fulfilled.

The Living Wage is an hourly rate of pay calculated according to the basic cost of living in the UK. It is set independently and updated annually. Living Wage Employers believe their staff deserve a wage which meets everyday needs, that is why it is higher than the minimum wage. This is not the same as the government's minimum wage rate which is sometimes referred to as the National Living Wage.

There are two rates of Living Wage: one for those based in Greater London (London Living Wage) and another rate for the rest of the UK (UK Living Wage). The current hourly rates for UK Living Wage can be found on the Living Wage Foundation website at <https://www.livingwage.org.uk/>

Subject to affordability and successful fundraising, all Triple C employees over the age of 18 will receive the Living Wage and annual costs of living increases will be guided by recommendations of the Living Wage Foundation.

3. PAY STRUCTURE

As a small charity, Triple C has a pay structure. Each job role (including future roles) has been/is considered in the light of this structure.

4. PAY REVIEW

A pay review during the year could be triggered if there is a significant change in an employee's job description or at the discretion of the Trustees.

5. PAY INCREASE

If budgets allow, trustees have the discretion to award an annual cost of living increase to employees. Employees will be notified of proposed pay increases in writing.

- If the employee is happy to accept the pay increase, no further action is required.
- If an employee does not wish to accept the pay increase, they will be asked to sign a letter confirming that they have declined it. This letter will be kept in the employee's file.

6. PAY DATE

All employees will be paid monthly in arrears by transfer into their bank or building society account. Payment will normally be made on the 27th day of each month (or the nearest working day).

7. PAY SLIPS

Employees will receive their monthly pay slips electronically via email from our payroll partners Liverpool Community and Voluntary Services (LCVS). If a personal email address isn't given payslips will be sent to the employee's work email.