

Fair Work First Statement

CAPS Independent Advocacy endorses the Fair Work First Policy updated by the Scottish Government in September 2021.

Respect

Fair work is work in which people are treated respectfully, whatever their role and status. CAPS treats all its staff with respect and aims to develop trusting relationships and positive self-esteem and wellbeing. Our Policies and Procedures support this, for example: Working to CAPS values; Grievance and Disciplinary Procedure; Equality, Diversity and Inclusion Policy and Health & Safety Policy Statement.

Workforce Development

Learning and development is integrated in CAPS' strategic planning and workers and management jointly identify development needs and priorities, ensuring both individual and organisational needs are met. Formal and informal learning is offered across the workforce, relating to people's particular role and wider development and is discussed as part of regular support and supervision meetings. Staff have the opportunity to influence their work and to have autonomy in their daily work planning and time management. Staff can use their range of skills collectively through cross learning in team meetings and generating suggestions and ideas for future initiatives.

Diversity and Inclusivity

Fair opportunity allows people to access and progress in work and employment whatever their gender or ethnicity. CAPS does not differentiate between pay scales on the basis of gender. CAPS has a fair, "blind" Recruitment Policy, enabling adaptations to increase access. We have a public Inclusivity Statement and a robust Equality, Diversity and Inclusion policy. We employ people with lived experience and actively encourage applications. We make reasonable adjustments when required, actively engaging with Access to Work.

Family Friendly Policies

CAPS offers flexible working and family friendly working practices available from the start of employment, including part-time work, flexitime, compressed hours and working remotely and from home. Being able to balance work with other commitments enables workers to participate and contribute more fully and productively in the workplace

whilst protecting their wellbeing and improving job satisfaction. We offer staff flexibility to manage their work/life balance with Time Off In Lieu procedures and Mental Health Days. CAPS provides enhanced contractual sick pay, maternity, partner and adoption pay, and pension entitlement in line with current legislation.

Payment of the Real Living Wage

CAPS believes that security of employment, work and income are important foundations of a successful life. We do not use zero hours contracts and endeavour to minimise fixed term contracts where funding allows. We use a spinal points pay scale offering pay progression. We provide fair pay i.e. at least the real Living Wage and would never adopt Fire and Rehire practices.

Effective Voice

As an Independent Advocacy organisation, CAPS understands how important this is. Real dialogue helps to ensure the other dimensions of good Fair Work practice. CAPS offers ways for direct and indirect involvement and participation, through support and supervision meetings, team meetings and cross team planning and reviews. We consult and involve staff in updates to policies, procedures, strategic direction and welcome their views so they can influence outcomes and improvements which are of benefit to them and the organisation. Working groups are convened when necessary to progress improvements to terms and conditions. CAPS has a recognition agreement with Unite the union. Staff attend regular union meetings in work time and CAPS management meet regularly with Unite workplace representatives.

This Fair Work First Statement adopted by CAPS Management Committee on 18th August 2022 (as a refresh of the Fair Work Practice Statement, March 2020). EJC

Reviewed and updated August 2023 - EJC

Reviewed September 2024 – EJC

Reviewed and amended September 2025 - EJC