**Fair Work First Statement and Declaration**

**Statement:**

Skye and Lochalsh Community Care Forum (SLCCF) is committed to advancing the Scottish Government [Fair Work First Policy](https://www.gov.scot/publications/fair-work-first-guidance-2/pages/6/) and the criteria as set out within the [Fair Work First guidance](https://www.highland.gov.uk/downloads/file/27358/fair_work_first_summary_guidance) document. We confirm that we pay our staff the Real Living Wage and/or will do so if we employ people in the future. We make every effort to ensure that our suppliers/contractors are offered the same Real Living Wage rate when procuring goods or services. We also confirm that we offer our staff and/or volunteers an Effective Workers Voice channel within the workplace.

We employ five members of staff and have twelve volunteers.

**Specifically:**

1. We have appropriate channels for effective voice from the workforce and/or volunteers;

Fortnightly full team staff meetings, open also to Trustees for exchange of feedback and suggestions: Employment Sub-Committee of Trustees to review and respond to employee requests, suggestions or grievances, including flexible working requests, flexibility with holiday periods etc. : full team days with staff, trustees and volunteers : Staff Welfare Trustee(s) for any staff member to raise concerns: Manager Open Door policy for staff to raise concerns: voluntary union membership for staff if they wish

The following points satisfy the self-declaration requirements for compliance with the effective voice criteria. If the answer to question 1a is no, further evidence of compliance will be required. Question 1b is only applicable where the organisation employs more than 21 staff. If the answer is no, further evidence of compliance will be required. Please confirm the following:

**(1a)** SLCCF will provide effective one to one line management for any employee or volunteer ensuring regular open and two-way dialogue; that this exists separately to performance management processes; and that worker/manager working relationships are effective.

Yes ☒ No ☐

**(1b)** SLCCF will ensure that as part of their induction, employees will be made aware of their right to join a union of their choice and will take a pro-union membership attitude.

Yes ☒ No ☐ NA ☐

1. We actively invest in workforce and/or volunteer development;

We have a dedicated training budget and any employee can request work related training: employees and trustees regularly update mandatory training e.g. child protection training: SVQ level 3 and 4 training has been and is currently being sponsored by the organisation

1. We are committed to no inappropriate use of zero hours contracts;

All our contracts are fixed term contracts tied into our funding schedules; all employees are enrolled in a pension scheme unless they wish to opt out; employees have at least 26 days annual leave: statutory sick pay is paid

1. We take action to tackle the gender pay gap and create a more diverse and inclusive workplace;

All staff are paid based on experience and progression through training, regardless of gender. We operate an equal opportunities policy

1. We are fully committed to paying the Real Living Wage to both our employees and ensuring our contractors also do the same.

We pay the Real Living Wage to all employees. We are currently discussing our approach to communication of our commitment to the Real Living Wage to those businesses and organisations with whom we interact.

This statement has been agreed by both the employer and a suitable workforce representative for our employees and/or volunteers:

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| Signature (for the employer): | Signatures and details removed for data protection |
| Print name: |  |
| Position within organisation: |  |
| Date: |  |

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| --- | --- |
| Signature (as workforce representative): |  |
| Print name: |  |
| Position within organisation: |  |
| Date: |  |