

Fair Work First Statement and Declaration

Statement:

Broadford & Strath Community Company is committed to advancing the Scottish Government [Fair Work First Policy](#) and the criteria as set out within the [Fair Work First guidance](#) document. We confirm that we pay our staff the Real Living Wage. 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 volunteers an Effective Workers Voice channel within the workplace. We currently employ 18 staff (4.75 FTE) have approx. 30 regular volunteers.

Specifically:

(1) We support the development of a working environment where there is space for people to be heard, and where people can be who they are and can have choice and participate.

Broadford & Strath Community Company encourages people to ask questions, raise concerns, seek support and make connections across our organisation. We have appropriate channels for effective voice from the workforce and volunteers as follows:

- Line management: Each staff member and regular volunteer is assigned a dedicated Line Manager. One-to-one meetings are held at least quarterly (monthly in most cases) where any issues can be raised. Staff / volunteers are also encouraged to raise issues outside these meetings through telephone, email or face to face meetings. In addition, project officers are encouraged to raise issues to directors through their monthly written reports and verbal reports to director meetings.
- Suggestions schemes: Everyone is encouraged to contribute to suggestions, either via the suggestions/ideas space on the staff noticeboard or directly to their line manager or a Director. From January 2024 suggestions will formally be reviewed at Directors meetings at least every quarter and actions noted.
- Staff forums and networks: Issues are discussed at monthly staff meetings (project officers) and from January 2024, quarterly 'all staff' meetings. Both support open dialogue and are action focussed. Any issues raised are escalated to Director level.
- All staff and volunteers are aware of BSCC's commitment to effective voice and encouraged to contribute.

We confirm that Broadford & Strath Community Company provides effective one to one line management for all employees and freelance staff 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 ☐

(2) We actively invest in workforce and volunteer development.

Broadford & Strath Community Company is committed to the development of our staff and volunteers. We encourage learning and development via a range of learning

opportunities including exchange visits to other organisations, online learning, skills sharing and mentoring. Where possible we provide financial support for learning and development activities, either through applying for external funding or through our own funds.

(3) We are committed to no inappropriate use of zero hours contracts.

Broadford & Strath Community Company does not use zero hours contracts.

(4) We take action to tackle the gender pay gap and create a more diverse and inclusive workplace.

Broadford & Strath Community Company is fully committed to an inclusive culture that welcomes all people for who they are. Specifically:

- Recruitment of staff and volunteers adhere to our Equal Opportunities Policy and Fair Recruitment practices.
- To support diversity and inclusivity, we offer flexible and family friendly working practices for all workers from day one of employment. We support and encourage the workforce to work flexibly at the time and in the location that best meets the needs of the organisation, the job, the employee and the team. We embrace flexibility where possible with remote working, home-based working and hybrid working, and continually review working patterns for new and existing employees.

(5) We are fully committed to paying the Real Living Wage to our employees and ensuring our contractors also do the same.

- The minimum pay scale is the 2023 Real Living Wage. We are applying for Real Living Wage accreditation.
- As part of our procurement assessment process we ensure that all traders/suppliers pay the Real Living Wage hourly rate as a minimum. From 1 November 2023 this requirement is clearly stated in tender documents.

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

Signature (for the employer):	
Print name:	
Position within organisation:	
Date:	

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