



# Kilmuir Community Trust (SCIO)

## (Fair Work First Policy)

### Fair Work First Statement and Declaration

#### Statement:

**Kilmuir Community Trust** 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 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 currently employ 1 member of staff and have a pool of approximately 20 volunteers (in addition to the 7 voluntary Trustees).

#### Specifically:

- (1) We have appropriate channels for effective voice from the workforce and/or volunteers; we have regular meetings with our staff member, to go over work priorities, tasks and any issues. We encourage feedback from all volunteers, on how to make the volunteering experience more enjoyable

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) **Kilmuir Community Trust** 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) **Kilmuir Community Trust** 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



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- (1)** We actively invest in workforce and/or volunteer development; Specifically, we encourage our staff member to undertake training/ CPD events, as well as attend relevant conferences. We have regular meetings with our staff member, to go over work priorities, tasks and any issues. We encourage our younger volunteers to undertake recognised certification such as HLH Leadership courses, and provide them with opportunities to develop themselves eg by showcasing their skills at community events
- (2)** We are committed to no inappropriate use of zero hours contracts; **Our 1 staff member is on a fixed contract. Any contractors we use will be paid at least the living wage for their services**
- (3)** We take action to tackle the gender pay gap and create a more diverse and inclusive workplace; we do not discriminate our pay rates on the basis of gender, and we seek to find opportunities for people in our community to receive fair pay for work they undertake for the Trust
- (4)** We are fully committed to paying the Real Living Wage to both our employees and ensuring our contractors also do the same. We always ensure that any contractors who we invite to tender for works, are never charging less than the living wage for their services

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:	Stephen Varwell
Position within organisation:	Tustee
Date:	28/11/23

Signature (as workforce representative):	
Print name:	Eilidh Rankin
Position within organisation:	Gaelic Development Officer
Date:	28/11/23