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employers



Joint Statement on Fair Work First

Fair Work First is the Scottish Government's policy to drive high quality and fair working practices for workforces within Scotland. The policy does this by setting criteria that organisations are encouraged to adopt and from 1st July 2023 organisations applying for public funding have to demonstrate their commitment to the principles and make this publicly available on their websites.

The purpose of this joint statement is to confirm standards set within the EVH arrangements for full member employers which comply with the fair work criteria

- **Appropriate channels for effective voice**
 - EVH full members are part of the collective bargaining arrangement that EVH have with UNITE the union. This covers pay, grading arrangements and terms and conditions of employment.
 - Through this arrangement UNITE is the recognised union for each organisation that forms part of the multi employer collective bargaining unit.
 - EVH terms and conditions of employment have provisions within them to encourage and support trade union membership for staff. Along with support for those carrying out official duties for the union.

- **Investments in Workforce Development**
 - EVH terms and conditions of employment have provision within them outlining an employer's commitment to support and develop employees.
 - This commitment includes appropriate financial support to employees to complete qualifications relevant to their job roles along with paid time off when appropriate.

- **No inappropriate use of zero hours contracts**
 - All staff in EVH full member organisations are employed under the EVH terms and conditions of employment.
 - The use of zero hours contracts is not a common practice amongst this group of employers however there may be limited circumstances where this is appropriate. EVH would encourage employers to consider the use of this type of contract carefully and review on a regular basis.

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- **Action to tackle the gender pay gap and create a more diverse and inclusive workplace**
 - EVH salary scales are supported by a job evaluation system which is based on typical characteristics of any given job. The system focuses on the job, not the staff member and provides a tried and tested system to ensure fair and transparent arrangements for pay.
 - The job evaluation system is based on the grading guidelines which have been negotiated and agreed with the trade union.
 - EVH terms and conditions of employment set summary points for both equal opportunities and dignity at work. Employers will elaborate on these points in their own policies which must comply with the terms and conditions.

- **Payment of the real living wage**
 - All EVH employers pay the real living wage as a minimum which is set as the bottom point of the salary scales.
 - The bottom points of the salary scales are increased each year to reflect the increase to the real living wage.

- **Offer flexible and family friendly working practices for all workers from day one of employment**
 - EVH terms and conditions of employment set out enhanced terms for a range of family friendly polices, including the following:
 - Maternity Leave
 - Paternity Leave
 - Shared Parental Leave
 - Adoption Leave
 - EVH terms and conditions set out a commitment from EVH employers to consider flexible working requests and to have in place a flexible working policy.
 - EVH terms and conditions set out compassionate and other special leave available to staff members which are supportive to promoting a positive work life balance.

- **Oppose the use of fire and rehire practice**
 - Employers are encouraged to engage with the trade union at the start of the process for any changes which may affect contractual terms. This ensures full consultation with any affected staff members takes place. The purpose of consultation is to explore options to reach agreed outcomes.

Signed for EVH

John Thorburn
EVH, Chair of the JNC

Signed for UNITE

Linda Pollock Wilson
UNITE THE UNION

FAIR WORK FIRST STATEMENT

Shire Housing Association is committed to the aims and principles of the Scottish Government's Fair Work First. We recognise that work is an important part of adult life and can have a fundamental impact on physical and mental wellbeing.

Content of Statement and how we comply.

1. **Appropriate channels for effective voice** As members of Employers in Voluntary Housing (EVH) we recognise Trade Unions and the collective bargaining arrangements and apply EVH pay, gradings and terms and conditions of employment. Senior managers are available, and we hold regular one to ones, team meetings and all staff meetings and have completed a staff satisfaction survey.
2. **Investments in Workforce Development.** We are committed to staff development and training with an embedded Performance Development Review and management framework. An annual staff training budget is available to financially support our team members and encourage access to qualifications and opportunities to enhance their knowledge and skills.
3. **No Inappropriate Use of Zero Hours Contracts.** As an EVH full member our team members are employment under the EVH terms and conditions, and we do not use zero hours contracts.
4. **Tackle Gender Pay Gap and Diversity.** We are an accredited Living Wage employer and as members of EVH are supported by a job evaluation system based on the job characteristics and not the staff member ensuring equality and in relation to pay. We regularly review our Equality and Diversity Policies and Procedures.
5. **Payment of the Real Living Wage.** We are Living Wage accredited and as a minimum set at the bottom point of salary scales with incremental progression to reflect the increase to the real living wage. We apply the Procurement Reform (Scotland) 2014 statutory guidance and best practice to our procurement where it is relevant and proportionate this includes the condition that contractors to pay the Living Wage.
6. **Flexible family friendly practices on offer.** We offer flexible and family friendly working practices for all team members within their terms and conditions of employment and regularly review our policies and procedures to ensure compliance with legislation.
7. **Oppose the Use of Fire and Rehire.** There is no legal definition of Fire and Rehire practices. 'Fire and rehire' is the terminology currently most used to describe the practice of 'dismissal and re-engagement on diminishing conditions' and we do not use these practices. When procuring goods and

service we ask that contractors/suppliers demonstrate their commitment to the promotion of Fair Work practices within their business.

Signed for Shire Housing Association



Simon Roberts

Chair of Management Board

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