



## **HILLHEAD HOUSING ASSOCIATION 2000**



### **FAIR WORK FIRST STATEMENT**

**June 2023**

Hillhead 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.

- All of our staff members have varied opportunities to have an effective voice within the workplace. We hold regular one to ones, team meetings and all staff meetings. Senior managers have an open-door policy. We recognise trade unions.
- We are committed to staff development and training. Performance and development needs are discussed regularly through appraisals and one to ones. We have a significant staff training budget and staff are actively encouraged to access opportunities to enhance their knowledge and skills as well as relevant personal development.
- We do not use zero hours contracts.
- We are an accredited Living Wage employer and recognise the importance of fair remuneration and the dignity that a decent minimum wage affords.
- We are members of Employers in Voluntary Housing (EVH) and have adopted their terms and conditions and pay scales to ensure equality and transparency in relation to pay.
- We regularly review our Equality and Diversity Policies and Procedures. We are members of The Employers Network for Equality & Inclusion (ENEI).
- We offer flexible and family friendly working practices for all workers from day one of employment.

- When procuring goods and services we ask that contractors/suppliers demonstrate their commitment to the promotion of Fair Work practices within their business

<p>Signed</p>  <p>John Jamieson Chairperson</p>	<p>Signed</p> <p>For Unite Union,</p>  <p>Linda Pollock- Wilson Regional Officer</p>
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## 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 1<sup>st</sup> 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

**Issued August 2023**

Signed for UNITE

**Linda Pollock Wilson**  
UNITE THE UNION

Signed for Hillhead Housing Association

6 February 2024  
John Jamieson  
Chairperson