

Fair Work First Statement

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.

This statement is in addition to the joint statement of [EVH and UNITE the Union](#) which confirms the standards set within the EVH arrangements for full members which complies with the fair work criteria.

Jointly agreed by Clyde Valley Housing Association and UNITE the Union, this statement confirms Clyde Valley's commitment to ensuring fair working practices are in place to support the 'Fair Work First' criteria more specifically by:

1. We have an appropriate channel for effective employee voice

- Clyde Valley are full members of EVH and therefore part of the collective bargaining arrangement that EVH have with UNITE. This covers pay, grading arrangements, terms and conditions of employment and therefore provides collective representation of employee voice.
- As full members of EVH the terms and conditions of employment have provisions within them to encourage and support trade union membership for employees. Along with support for those carrying out official duties for the union.
- Clyde Valley promotes a strong culture of openness and transparency and encourages acceptance of different viewpoints through our cross-organisational group, CV Voice.
- We support dignity in the workplace and have a zero tolerance of bullying and other forms of abuse and harassment. Our policies provide a mechanism for issues and disputes to have clear routes for resolution at both individual and collective levels, and that they will be dealt with fairly in a timely and constructive manner, giving confidence that, whatever the outcome, fair processes have supported fair resolution.
- We make available to trade union representatives, wherever possible, reasonable facilities necessary for them to carry out their duties efficiently and communicate effectively with their members.
- We engage in constructive dialogue with our employees and their trade union representatives to address workplace issues and disputes, when required.

- We have an Equality, Diversity and Inclusion Group that is a cross organisational wide group that includes our local trade union representative. It provides a mechanism between the Clyde Valley and its employees to engage on all equality, diversity and inclusion matters.
- Employees are offered supportive contact with their line manager.
- Formal and informal arrangements are in place through which meaningful individual and collective dialogue take place, including one-to-ones between employees and their line managers, our performance appraisal process and through team, directorate and organisational-wide meetings.

2. We invest in workforce development

- Our [People Strategy](#) outlines our commitment to investing in our employees.
- Our People Conference takes place annually and is an opportunity for all our employees to come together, collaborate, learn and generate ideas for the future of Clyde Valley and all our people.
- We ensure that regular training takes place on those areas that are important to us as an organisation, this includes but is not limited to health and safety, equality and diversity, data protection and any necessary legislative, regulatory or policy changes.
- Both formal and informal learning is offered and encouraged across the organisation, relating to specific roles and responsibilities but also as wider development.
- All employees have the opportunity to identify, discuss and request training with their line managers on a regular basis through their one-to-ones and when a need is identified outwith this.
- Learning & development opportunities are provided, and regularly reviewed by the People team, to help build the Clyde Valley's resilience and responsiveness to change.
- As part of our performance management process all line managers have development discussions with individuals and teams and prioritise this as part of operational activity.
- Clyde Valley is committed to Workforce Planning and has Succession Management Plans in place.
- All employees are supported to keep their professional qualifications up-to-date.
- We provide training for employees to become Mental Health First Aiders who volunteer to offer a confidential listening ear to other employees in times of vulnerability.
- We regularly seek out the views and experiences of our employees on wellbeing and engagement levels by conducting quarterly surveys.
- Clyde Valley achieved Investors in People Gold and Investors in Wellbeing Silver in 2024.

3. No inappropriate use of zero-hours contracts

- We do not use zero-hours contracts within Clyde Valley.
- We are working towards gaining Living Hours Accreditation.

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

- Our [Equality, Diversity and Inclusion Strategy](#) outlines our commitment to creating a more inclusive and diverse workplace.
- We gather data to understand our Board and workforce diversity.
- We have an Equality, Diversity and Inclusion cross-organisational group and action plans in place to increase diversity and inclusion in the 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 employee 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.
- We are a Disability Confident Employer and are committed to attracting, recruiting and retaining disabled employees.
- We follow a 'blind' recruitment process and provide additional support/adjustments at application and interview stages and ensure, where possible there is diversity in our interview panels.
- We protect and promote the mental health and wellbeing of our employees through our Wellbeing Plan and our Mental Health and Wellbeing Policy.
- Workplace adjustments are in place and made for disabled employees or those with long term health conditions. Additional support for adjustments are accessed through Access to Work.
- Our Agile Working Policy supports our commitment to inclusion and diversity but providing more flexibility in terms of when and how our employees work.
- Flexible working, which could be a reasonable adjustment to some is encouraged across Clyde Valley from day one of employment, subject to business need.
- Everyone has equal access to appropriate learning & development opportunities.

5. All employees have opportunities to discuss their wellbeing and support needs with their line manager.
- Our Gender Based Violence Policy is in place to align with the Scottish Equally Safe, Scotland's strategy for preventing and eradicating violence against women and girls (VAWG).
 - Clyde Valley recognise the impact on women experiencing menopause in the workplace and has implemented a Menopause Policy and Guide for line managers to support them.
 - Through our off-boarding process we ensure that exit interviews take place and are used to understand why a person is leaving.

6. We offer flexible and family friendly working practices for all workers from day one of employment

- We support flexible working across Clyde Valley and our Agile Working Policy and provides employees with the opportunity to work flexibly.
- Our Agile Working Policy sets out the expectations of our approach and is clear that it is within the hours of 7am and 7pm to ensure there is clear guidance on expectations of working hours.
- The majority of our employees work in a hybrid working style and a high proportion of our employees have more formal flexible working arrangements in place to support work life balance.
- Our line managers have received training through Flexibility Works on managing in a hybrid environment.
- We ensure that we provide learning and development arrangements to accommodate different flexible working arrangements and where practical technology is used to facilitate this.
- We promote the use of hybrid meetings, where possible and therefore provide accessible systems and protocols, such as IT equipment and digital diaries, to facilitate effective work practices, enabling remote workers to participate alongside their office-based colleagues.
- Meetings are arranged at times, where possible that enable colleagues to attend (in person, by phone or virtually) so everyone can contribute and feel included.
- Effective use of flexible working and our agile working approach is modelled across all levels of Clyde Valley.
- 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

- Our employees are entitled to Agile Leave that they can request to support their wellbeing and work life balance.
- In addition, employees may also be entitled to special leave for volunteering, bereavement, domestic emergencies, medical appointments and moving home.

7. We oppose the use of fire and rehire practice

- We only consider effecting change where there is a legitimate business need
- We strive to achieve change through agreement.
- We are committed to working with our Trade Unions partners to ensure there is effective consultation and negotiation relating to change.

The Fair Work First criteria are also referenced in our procurement contracts and grant award processes, to encourage third-party providers to adopt positive fair work practices. Where relevant and proportionate to do so, this may factor into the tender evaluation process and is subject to monitoring through contract management/service level agreements.

Signed for Clyde Valley Housing Association

Carron Garmory

[Carron Garmory \(May 2, 2024 18:01 GMT+1\)](#)

**Carron Garmory
Chief Executive**

Signed for UNITE



**James O'Connell
Regional Officer**