



Fair Work First Statement and Declaration

Portree and Braes Community Trust

30.07.24

Statement:

Portree and Braes Community Trust (PBCT) 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 any staff at least the Real Living Wage. We make every effort to ensure that our suppliers / contractors offered the Real Living 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 6 staff who work alongside volunteers to manage the activities and assets of the charity.


We confirm that:

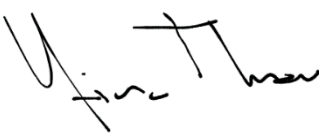
- 1) We have appropriate channels for effective voice from staff and volunteers. Board meetings are held on approximately a monthly basis and a culture of open and honest communication is promoted. All voluntary board members have an equal opportunity to raise issues, share ideas and make recommendations to the board on improved ways of workings. All board members are also aware that ideas and issues can be brought directly to the chair if it is not appropriate for these to be discussed at a committee meeting. There is strong evidence of the issues and ideas raised by committee members leading to action being taken collectively by the committee. Similarly, staff meetings are held every fortnight where staff are given an opportunity to present ideas to the rest of the staff team and/ or raise and discuss any issues. Proposals are taken forward to the board if supported by the team and issues are also elevated when needed. Staff members are made aware during induction that they can bring proposals or issues directly to the chairman of the board if they do not wish to approach their line manager.
- 2) PBCT provide effective one to one line management for employee and volunteers ensuring regular open and two-way dialogue. This exists separately to performance management processes and worker / manager working relationships are effective. Any staff are designated a line-manager at

the outset of their contact. The chairman is the default line manager to all volunteer committee members. Monthly one on one check in's with both volunteer and staff by their line manager provide an opportunity for two-way dialogue.

- 3) PBCT actively invest in workforce and volunteer development. The board are invited to attend online and in-person training and conferences relating to their role(s) and staff are asked to identify and take advantage of professional development opportunities. Existing staff have a FTE allowance of 3 days to take part in training each year.
- 4) PBCT are committed to no inappropriate use of zero hours contracts. Contracts are based on the true average amount of hours expected to be worked per week through the course of the contract.
- 5) PBCT take action to tackle the gender pay gap and create a more diverse and inclusive workplace. We will offer the same rate of pay regardless of gender and we encourage applications from everyone regardless of sex, race, sexual orientation and religion.
- 6) PBCT are fully committed to paying the Real Living Wage to our employees and ensuring our contractors also do the same. Before creating a paid post the board check what the latest living wage is and adapt the wage accordingly. All contractors are asked to confirm that they pay the Real Living Wage before they are hired by the PBCT.

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

Signature (for the organisation)	
Print Name	Calum Matheson
Position within organisation	Chairman (volunteer)
Date	30.07.24

Signature (as workforce representative)	
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Print Name	Fiona Thomson
Position within organisation	Development Officer (staff)
Date	30.07.24