**FAIR WORK FIRST DECLARATION**

[Fair Work First](https://www.gov.scot/publications/fair-work-first-guidance-2/) is the Scottish Government’s policy for driving high quality and fair work, and workforce diversity across the labour market in Scotland by applying fair work criteria to recipients of public funding including those awarded Historic Environment Scotland (HES) grant.

As distributors of Scottish Government (SG) funding, HES are required to introduce two minimum elements of the Fair Work First policy for all new grant offers issued from 1 July 2023. These are: for all workers to receive at least the Real Living Wage; and for all workers to be provided with appropriate channels for effective voice. Any UK-based workers involved in delivering any elements of a grant-funded project must also be paid at least the real Living Wage. This includes any contractors, sub-contractors, agency staff and consultants

HES grant applicants and grantees who employ staff, are now required to evidence compliance with these two minimum requirements. All applicants to our current programmes must submit this declaration form as a supporting document for their funding application. For applicants who have already had their application approved but a firm grant offer is still to be awarded then this form (and supporting evidence) must be submitted before any grant can be awarded. If your grant-aided project is to last more than 12 months, this form and supporting evidence must be submitted for each year of the grant funded period.

Please also note that applicants are encouraged to meet the other pillars of Fair Work First so, if your application is successful, milestones may be included in your grant offer to evidence that you are working towards achieving these

**Supporting evidence should be in an anonymised form therefore please ensure that any personal data is removed or redacted from the evidence you provide.**

Please see the main guidance for the programme you are applying to for more information.

**Section 1: Applicant/ Grantee Details**

|  |  |
| --- | --- |
| Applicant/ Grantee Organisation |  |
| How many staff does your organisation currently employ? Please include those who are directly employed, apprentice and any contracted or agency staff.  | Directly Employed  |  |
| Apprentices |  |
| 16-17 year old workers  |  |
| Contracted and agency staff |  |
| **Total** |  |
| What will the total cumulative value (i.e., not just grants received from HES) of Public Sector grants received by your organisation in this financial year be? Select as appropriate.Note: This will determine the types of acceptable evidence you are required to produce in relation to payment of the Real Living Wage. | Under £100,000 |  |
| Over £100,000 |  |

**Section 2: Commitment to Fair Work First**

Organisations who are accessing grant fundingare asked by the SG to include a short statement on their own website highlighting their commitment to advancing the Fair Work First criteria, including payment of the Real Living Wage and effective voice conditions.

The statement should be agreed jointly by the employer and an appropriate workplace representative. This representative should be from the relevant trade union(s) where one or more is recognised. Where there is no union recognition, it should be another appropriate workers’ representative who can speak on behalf of your workforce.

|  |  |
| --- | --- |
| Please insert the link to the relevant page on your website which hosts this statement. |  |

**Section 3: The Real Living Wage**

All organisations accessing funding are required to evidence that **all** workers (including apprentices) within their organisation receive at least the Real Living Wage, regardless of whether they are grant-funded posts. This also extends to any UK-based agency workers who are directly engaged in delivering the grant funded activities.

Anyone you engage as a sub-contractor to deliver activity as part of a grant from HES must also be paid the Real Living Wage.

You may need to provide more than one source of evidence depending on the make-up of your workforce and whether contractors/agency workers are engaged to directly support delivery of your grant funded project/activity.

The type of acceptable evidence will also depend on the total value of all Public Sector grants received by your organisation each financial year (not just from HES) and are listed [here](https://www.gov.scot/publications/fair-work-first-guidance-2/pages/11/). Where applicable, this evidence must be submitted along with this form.

For where evidence of living wage accreditation is required to be submitted, you can learn more about this on the [Real Living Wage website](https://scottishlivingwage.org/become-living-wage-accredited/).

Please indicate which of the following statements are applicable to your organisation by marking with a cross, bearing in mind more than one may apply:

|  |  |
| --- | --- |
| This is a self-declaration that our organisation pays all workers at least the Real Living Wage. In selecting this box, I confirm that the total value of Public Sector grants payable to our organisation in this financial year will not exceed £100,000. I understand that our organisation may be subject to spot checks to verify this declaration. |  |
| We have Living Wage Accreditation for our directly employed staff and are listed as a verified employer on Living Wage Scotland. |  |
| We will receive Public Sector grants in excess of £100,000 this financial year and submit with this declaration the forms of acceptable evidence to show our payment of the Real Living Wage as suggested in the table [here.](https://www.gov.scot/publications/fair-work-first-guidance-2/pages/11/)  |  |

**Section 4: Channels for Effective Voice**

If applying for HES funding, you will also need to demonstrate that you provide **all** workers (including agency staff) with appropriate channels for genuine and effective voice. Genuine and effective voice ensures that workers are able to be listened to at both an individual and collective level, can air their views and influence workplace outcomes

Although this is encouraged in all organisations, the collective element of voice does not have to be evidenced by organisations with fewer than 21 workers.

Please indicate which of the following statements are applicable to your organisation by marking with a cross

|  |  |
| --- | --- |
|  Our organisation employs fewer than 21 workers (including agency staff) and we are opting to not submit evidence about providing our workers with appropriate channels for genuine and effective voice.  |  |
| Our organisation provides appropriate channels for genuine and effective voice for all our workers (including agency staff) and submit with this declaration the forms of acceptable evidence to demonstrate this as set out [here.](https://www.gov.scot/publications/fair-work-first-guidance-2/pages/11/) Note: Evidence must be provided to demonstrate that you are provided at least one channel at both levels (individual and collective) |  |

**Section 5: Declaration**

I understand that by submitting this declaration I am affirming that my organisation complies with the Fair Work First conditions set out as they relate to payment of the Real Living Wage and provision of channels for Effective Voice. I understand that our organisation may be subject to spot checks to verify this declaration and that failure to comply may be seen as a breach of our Conditions of Grant which apply to any offer of funding made.

|  |  |
| --- | --- |
| Signed |  |
| Name (block letters) |  |
| Job Title |  |
| E-mail |  |
| Date |  |

**Before submitting this declaration, check that you have:**

* Added a link to the Fair Work First statement on your organisation’s website
* Included a self-declaration of payment of Real Living Wage (only where eligible)
* Attached required evidence of payment of the Real Living Wage where applicable
* Provided required evidence of a minimum of two channels for effective voice where applicable
* Ensured that the declaration has been completed by a suitably authorised person on behalf of your organisation

As an applicant, if this requirement is applicable to your organisation then failure to submit this form (and satisfactory supporting evidence) with your application may result in it being rejected.

As a grantee, if the duration of your grant funded project is longer than 12 months, this form (and satisfactory supporting evidence) must be submitted for each year of the project. Failure to do this may result in our grant being withdrawn.