

# Fair Work First Statement and Declaration

Portree Community Centre Association (PCCA)

27/11/23

## **Statement:**

Portree Community Centre Association (PCCA) 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 will 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 no staff and have 7 regular volunteers on the committee who work alongside other occasional volunteers to manage the activities of the association and maintain the community centre.

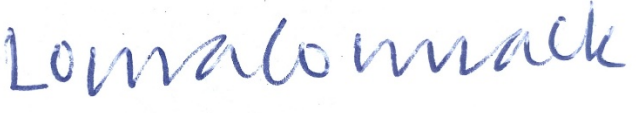
We confirm that:

- 1) We have appropriate channels for effective voice from volunteers. Committee meetings are held on approximately a monthly basis and a culture of open and honest communication is promoted. All committee members have an equal opportunity to raise issues, share ideas and make recommendation to the committee on improved ways of workings. All committee 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.
- 2) Portree Community Centre Association will provide effective one to one line management for any employee or volunteers ensuring regular open and two-way dialogue; that this exists separately to performance management processes; and that worker / manager working relationships are effective. Any staff will be designated a line-manager from the committee at the outset of their contact. The chairman will be the default line manager to all volunteer committee members. At least monthly check in's will provide an opportunity for two-way dialogue.
- 3) We actively invest in workforce and volunteer development. Our committee are invited to attend online and in-person training and conferences relating to their role(s) and any staff will be encouraged to identify and take advantage of opportunities. Staff will be invited to identify professional goals when their contract begins, and progress will be assessed throughout the duration of the contract.

- 4) We are committed to no inappropriate use of zero hours contracts. Contracts will be based on the true average amount of hours expected to be worked per week through the course of the contract.
- 5) We 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) We are fully committed to paying the Real Living Wage to both our employee and ensuring our contractors also do the same. Before creating a paid post the committee will check what the latest living wage is and adapt the wage accordingly. All contractors will be asked to confirm that they pay the Real Living Wage before they are hired by the PCCA.

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	Duncan Brown
Position within organisation	Committee Treasurer (voluntary)
Date	27.11.23

Signature (as workforce representative)	
Print Name	Lorna Cormack
Position within organisation	Committee member (voluntary)
Date	27.11.23