# Fair Work First

The Scottish Government’s **Fair Work First** policy promotes fair working practices and workforce diversity in Scotland. The Government applies Fair Work First criteria to grants and other public sector funding and supports employers who adopt these practices. MGS distributes Government funding and is required to introduce the mandatory aspects of the policy through our Grants Programme. The criteria are:

**a)** for all workers to be paid at least **the real Living Wage**; and

**b)** for all workers to have the right to be listened to and represented in decision-making at their workplace. This is also known as **Channels for Effective Voice**.

When applying for MGS funding, organisations must show that they comply with these criteria.

# Applicant details

## 1. What is the name of the organisation applying for funding?

Click or tap here to enter text. The applicant is your museum or gallery’s governing body, for example a trust, association, ALEO, local authority, society or university etc.

## 2. How big is your organisation?

|  |  |  |
| --- | --- | --- |
| Our organisation employs 21 or more workers | |  | | --- | |  | |
| Our organisation employs fewer than 21 workers | |  | | --- | |  | |

Note: this should relate to your entire organisation or governing body, not just your museums service or venue. ‘Workers’ includes all directly employed staff 16 or over; apprentices; contracted and agency workers.

## 3. What is the web address of your organisation’s Fair Work First statement?

Organisations who access grant funding must have a short statement on their website demonstrating their commitment to Fair Work First, including paying staff the real Living Wage and providing them with a voice in your organisation. This statement should be agreed jointly by the employer and trade union representative(s), where one or more union is recognised. If your organisation has no union recognition, it should be another appropriate workers’ representative who can speak on behalf of the workforce. You can see MGS’s own Fair Work First statement at [www.museumsgalleriesscotland.org.uk/about-mgs/mgs-fair-work-statement](http://www.museumsgalleriesscotland.org.uk/about-mgs/mgs-fair-work-statement)

Note: please insert the whole URL or web address, as in the example above

# The real Living Wage

To access grant funding, an organisation must pay **all** workers at least the real Living Wage, regardless of whether their posts are grant-funded. Anyone contracted to deliver activity as part of an MGS grant must also be paid at least the real Living Wage.

‘Workers’ means all **directly employed staff aged 16 and over**; **Apprentices**; **contracted and agency workers**. Find out what the current real Living Wage rate is here:   
<https://scottishlivingwage.org/what-is-the-real-living-wage>

The level of public sector funding you receive determines how you evidence compliance with the Real Living Wage, so please read the following questions carefully.

## 4. Does your organisation have Living Wage Accreditation?

|  |  |  |
| --- | --- | --- |
| Yes, we have Living Wage Accreditation for our directly employed staff over the age of 18.  **Please attach a copy of your Living Wage Accreditation confirmation from Living Wage Scotland/The Poverty Alliance** | |  | | --- | |  | |
| No, we do not have Living Wage Accreditation | |  | | --- | |  | |

## 5. How many of the following workers do you employ?

|  |  |
| --- | --- |
| 16–17-year-olds |  |
| Apprentices |  |
| Contract and agency workers |  |

## 6.How much public funding will you receive this financial year?

|  |  |
| --- | --- |
| £100,000 or above |  |
| Under £100,000 |  |

Note: This is the total cumulative value of all your organisation’s public sector grants this financial year, not just MGS grants.

## 7. Do you pay the real Living Wage to all workers?

* If your organisation receives **£100,000 or above** in public sector grants your Chief Financial Officer; your Head of Human Resources, or another person in your organisation with the appropriate financial authority, should sign and date **statement A**.
* If your organisation receives **less than £100,000** in public sector grants you can self-declare by ticking the box next to **statement B**.

|  |
| --- |
| Statement A - for organisations receiving **£100,000 or above** in public sector grants |
| Our organisation pays all **directly employed workers aged 16 and over**, as well as any **Apprentices**, **contractors and agency workers** we employ, at least the real Living Wage.  Signed:  Role in organisation: e.g. Chief Financial Officer or Head of Human Resources  Date: |

|  |  |
| --- | --- |
| Statement B - for organisations receiving **less than £100,000** in public sector grants | |
| This is a self-declaration that our organisation pays all workers at least the Real Living Wage and that the total value of public sector grants our organisation receives this financial year will not exceed £100,000. I understand that our organisation may be subject to spot checks to verify this. |  |

# Channels for Effective Voice

Having Channels for Effective Voice in your organisation means ensuring that workers can speak up individually or collectively; be listened to and contribute to strategic discussions and decision-making.

This section should be completed by the person who signs the declaration and **confirmed by your organisation’s Trade Union rep**, or another appropriate worker representative, for example a member of staff with no line management responsibilities.

## 8. Which of these four voice channels does your organisation have?

**All applicants** must select **at least one** of the following four individual-level Channels for Effective Voice. Make sure you send us any supporting evidence we ask for.

|  |  |
| --- | --- |
| **Line management relationship** | Use this box to describe what your organisation does to ensure workers and line managers have opportunity for regular one-to-ones and effective, two-way dialogue, outside of your normal performance review processes. |
| **Staff surveys** | Tell us about any staff surveys you carry out regularly and **send us** **examples** of feedback provided to workers and actions your organisation has taken as a result. |
| **Suggestions schemes** | Tell us if your organisation has a suggestions scheme and **send us examples** of improvements you have made as a result. |
| **Intranet or online platform** | Tell us if your organisation has an Intranet or online platform that allows workers to contribute to strategic discussion and **send us examples** of where their input has been acknowledged and acted upon. |

## 9. Which of these four voice channels does your organisation have?

**If your organisation employs 21 or more workers you must also** evidence at least one of these four collective-level Channels for Effective Voice. Make sure you send us any supporting evidence we ask for.

|  |  |
| --- | --- |
| **Trade Union recognition or collective bargaining** | **Send us a copy** of your Recognition Agreement or other evidence demonstrating that your organisation recognises unions for collective bargaining purposes. |
| **Staff forum or network** | Tell us about any networks or forums you have which meets regularly and which supports open dialogue and is focused on action. **Send us examples** of actions you have taken as a result. |
| **Access to Trade Unions or pro-union-membership attitude** | Tell us how your organisation grants access to Trade Unions to recruit and organise members, or how you make workers aware that you are happy for them to join a Union of their choice. |
| **Joint Consultative Committee(s)** | Tell us if your organisation has a Joint Consultative Committee and **send us examples** of issues covered. |

## 10. Confirmation from Trade Union or worker representative

|  |
| --- |
| I confirm that workers in our organisation have the above **Channels for Effective Voice,** and that appropriate evidence has been provided to support our declaration.  Signed:  Role in organisation: e.g Trade Union representative or junior member of staff  Date: |

# Declaration

## 11. Please sign your 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 the General Conditions of Grant which apply to any offer of funding made.

|  |  |
| --- | --- |
| Signed |  |
| Name (block letters) |  |
| Phone No. |  |
| Email address |  |
| Date |  |

# Checklist

* Have you told us about your organisation (items 1-3)?
* Have you confirmed that your organisation pays the real Living Wage (items 4-7)?
* Have you demonstrated at least one individual-level voice channel (item 8)
* If your organisation has 21 or more workers, have you also demonstrated at least one collective-level voice channel (item 9)?
* Has your Trade Union or worker rep confirmed your voice channels (item 10)?
* Have you collated all the supporting evidence you need to send us?
* Have you checked that the declaration has been filled in and signed by a suitably authorised person on behalf of your organisation (item 11)?

Please submit this declaration and supporting evidence to **grants@museumsgalleriesscotland.org.uk** by the application deadline of the funding round you intend to apply to. If you don’t, we may not be able to check in time that you are eligible for MGS funding. Applicants need only submit this form once per financial year.

MGS will hold the information you give on this form for the purpose of checking your compliance with Fair Work First. Please read our Privacy Policy for further information.