[Fair Work First](https://www.gov.scot/publications/fair-work-first-guidance-2/documents/) is the Scottish Government’s flagship policy for driving high quality and fair work, and workforce diversity across the labour market in Scotland by applying fair work criteria to grants, other funding and public contracts being awarded by and across the public sector, where it is relevant to do so.

As distributors of Scottish Government funding, Museums Galleries Scotland (MGS) are required to introduce two 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.

Applicants for MGS funding will need to evidence compliance with these two requirements by submitting this Employer Declaration. This form must be completed and returned to MGS prior to the submission of an application for funding. Once verified, you only need to complete this form once per financial year.

MGS will hold and collect your contact information. You should read our [Privacy Policy](https://www.museumsgalleriesscotland.org.uk/privacy-policy-2/) for further information. It is your responsibility to ensure that any sensitive information is removed or redacted from the evidence you provide.

**Section 1: Applicant Details**

|  |  |  |
| --- | --- | --- |
| What is the name of the organisation that will be applying for funding? |  | |
| How many workers does your organisation have currently? This includes all directly employed staff, apprentices and contracted or agency staff. |  | |
| What will the **total** cumulative value (i.e., not just grants received from MGS) of Public Sector grants received by your organisation in this financial year be? Select as appropriate.  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 Scottish Government 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. You can see Museum Galleries Scotland’s own [Fair Work Statement here](https://www.museumsgalleriesscotland.org.uk/about-mgs/mgs-fair-work-statement/).

|  |  |
| --- | --- |
| 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 within their organisation receive at least the Real Living Wage, regardless of whether they are grant-funded posts. Anyone you engage as a sub-contractor to deliver activity as part of a grant from MGS 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 Public Sector grants received by your organisation each financial year. By cumulative we mean all public sector grants received, not just those from MGS. See the table below for acceptable forms of evidence.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Grant value** | **Evidence** | | | |
|  | **Directly**  **employed staff** | **Apprentices** | **16-17 year-old**  **workers** | **Contracted and**  **agency staff** |
| **Below**  **£100k**  **(cumulative)** | Living Wage  Accreditation\*  **or**  Self-declaration | Self-declaration | Self-declaration | Self-declaration |
| **Equal to or**  **above £100k**  **(cumulative)** | Living Wage  Accreditation\*  **or**  Accountant  certificate | Accountant  certificate | Accountant  Certificate | Anonymised copy of  Contract for relevant  Contractors/ agency  workers |

\* Learn about Living Wage Employer Accreditation on the [Real Living Wage website](https://scottishlivingwage.org/become-living-wage-accredited/).

Living Wage Employer Accreditation only applies to:

• directly employed staff aged 18 years of age and over

• those who are not apprentices

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 above. |  |

**Section 4: Channels for Effective Voice**

All organisations accessing funding are required to demonstrate that they provide a safe environment where dialogue and challenge are central to the organisational culture and are dealt with constructively; and where worker views are sought out, listened to, acted upon and can make a difference. Although it is to be encouraged in all organisations, the collective element of voice does not have to be evidenced by organisations with fewer than 21 workers.

The table below explains how the different channels of voice can be evidenced, the expectation being that at least one channel at both levels (individual and collective) is evidenced.

**Please select those which apply to your organisation and attach suitable evidence to this declaration.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Voice Channel** | **Level** | **Evidence** | **This Voice Channel applies, and evidence is attached (Yes/No)** |
| Line Management  Relationship (such as  effective 2-way  dialogue through 1-to-1  relationship). | Individual | Written confirmation from trade union/worker representative(s) that there is opportunity for regular 1 to 1 open and two-way dialogue between line managers and their direct reports; that this dialogue exists separately to standard performance review processes; and that worker-manager working relationships are effective.  This could also be supported by evidence of regular engagement survey that supports this; and/or in Organisation’s KPI’s. |  |
| Staff/Engagement  Surveys | Individual | Written confirmation from both management and trade union/worker representative(s) that an appropriate survey is regularly undertaken **and can demonstrate** that feedback is provided to workforce and actions created and implemented to address this. |  |
| Suggestions  Schemes | Individual | Written confirmation from both management and trade union/worker representatives that a scheme exists **and examples provided** of improvements made as a result. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Voice Channel** | **Level** | **Evidence** | **If this Voice Channel applies to you, can you evidence it? (Yes/No/NA)** |
| Intranet/Online  Platforms | Individual | Written confirmation from both management and trade union/worker representatives that an internal platform exists that allows worker contribution to strategic discussion **and examples provided** where input is acknowledged and acted upon. |  |
| Staff Forums/Networks | Collective | Written confirmation from both management and trade union/worker representatives that network(s) and/or a forum exists, meets regularly, supports open dialogue and is action focussed. Examples of actions progressed should be provided. |  |
| Trade Union  Recognition/  Collective Bargaining | Collective | Copy of Recognition Agreement is provided. |  |
| Access is provided to trade unions/ Pro-union membership attitude is  demonstrated | Collective | 1) Trade union(s) confirm that access is granted to recruit and organise members.  **And/or**:  2) Workers are aware that the employer is happy for them to join a union of their choice (e.g., through induction materials, clause in contract). |  |
| Joint Consultative  Committee/s (JCC) | Collective | Written confirmation from both management and trade union/worker representative(s) that JCC/s exist, and examples of issues covered. |  |
| European Works  Councils (EWCs) | Collective | Papers from EWC demonstrating membership and active participation. |  |

**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 the General Conditions of Grant which apply to any offer of funding made.

|  |  |
| --- | --- |
| **Signed** | ……………………………………………………………… |
| **Name (block letters)** | ……………………………………………………………… |
| **Phone No.** | ……………………………………………………………… |
| **Email address** | ……………………………………………………………… |
| **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
* Ensured that the declaration has been completed by a suitably authorised person on behalf of your organisation

Please submit this declaration and supporting documentation to [grants@museumsgalleriesscotland.org.uk](mailto:grants@museumsgalleriesscotland.org.uk) not less than **ten working days** prior to the deadline of any funding round to which you intend to apply. Failure to verify your compliance may result in your application being declared ineligible. A team member will respond to confirm your eligibility to proceed to application. Applicants need only submit this form once per financial year.