

FAIR WORK FIRST – Shetland Islands Council

Statements demonstrating Shetland Islands Council commitment to the Scottish Government Fair Work First policy.

1. We have Appropriate Channels for Effective Voice

We engage with recognised Trade Unions including Unison, UNITE, GMB, Nautilus, SSTA and EIS.

- We involve our recognised trade unions in key governance and decision-making structures including local consultation forums and the Joint Negotiation and Consultation Forum.
- We recognise Trade Unions across all employee groups for the purpose of collective bargaining and encourage membership
- We provide facility time to support regular engagement between our Trade Unions and their members.
- We make available to Trade Union representatives, wherever possible, reasonable facilities necessary for them to carry out their duties efficiently and communicate effectively with their members
- We engage in constructive dialogue with our employees and their Trade Union representatives to address workplace issues and disputes.
- Employees are offered supportive contact with their supervisor
- We have measures in place to support employees in the workplace and will not tolerate bullying and other forms of abuse and harassment
- We carry out regular staff surveys to understand the views of our workforce.
- We provide opportunities for engagement with senior management to promote a culture of openness and transparency.
- We have formal and informal employee engagement through continuous conversations and personal development discussions with individuals.

2. We invest in Workforce Development

- We recognise that high quality service provision and community partnership working is directly related to the quality of our staff and are committed to developing and making effective use of the skills, knowledge and commitment of all staff.
- Formal and informal learning is offered and encouraged across the workforce, relating to specific roles as well as wider development.
- We are committed to growing our own talent wherever possible and to retaining employees by offering opportunities that enable individuals to develop their full potential including secondments within and outwith Shetland Islands Council.
- We provide a wide range of training in employee health and well-being that is accessible to all our staff.
- We provide opportunities for young people through apprenticeships.
- We engage with government-funded programmes to support local employability and provide access and opportunities to young people.

- We have a Workforce Plan that supports workforce and succession planning activities across the Council.

3. We do not use Zero Hour Contracts inappropriately

- Supply and casual arrangements are in place only when there is no alternative. Workers on those contracts are not compelled to accept work when offered.
- We do not use supply and casual contracts to fill longer term vacancies
- We have a clear policy allowing workers to move from a supply/casual contract to a temporary contract where a longer-term need for the work has been identified

4. We take action to tackle the gender pay gap and create a more diverse and inclusive workplace

- We are committed to the principle of equal pay for all our employees. We aim to identify and eliminate any bias in our pay systems and to reduce occupational segregation. We use data to understand our workforce diversity and pay gap position.
- We believe that all staff, regardless of their gender, race, age, pregnancy and maternity, gender reassignment, sexual orientation, religion or belief, marital/civil partnership status, ethnic origin and disability should receive equal pay for the same or broadly similar work, for work rated as equivalent and for work of equal value.
- We use an analytical job evaluation system to assess the value of jobs and their place in the Council's pay and grading structure. For teachers, promoted posts are subject to job sizing for salary purposes. These job evaluation processes are carried out with the involvement of recognised trade unions.
- We support and promote flexible working across the council and are happy to discuss flexible working requests during the recruitment process.
- We offer many employees the opportunity to adopt hybrid working, a blend of working from home and working in a council building
- We recognise our role as a Corporate Parent and support care experienced young people in to employment.
- We provide enhanced maternity, paternity and adoption leave schemes.
- We are a signatory to the Armed Forces Covenant. We support opportunities for service members and veterans of the armed forces.

- We are a Disability Confident employer, encouraging the employment and retention of disabled people and those with health conditions.
- We gather evidence of the impact of caring responsibilities on the workforce, to identify whether career and pay progression is being adversely affected and set appropriate objectives for remedial action.
- We carry out Equality Impact Assessments on all employment policies.

5. Payment of the Real Living Wage

- Shetland Islands Council consolidated the Scottish Local Government Living Wage (SLGLW) into its pay model from 1 April 2021.

6. Offer flexible and family friendly working practices from day 1 of their employment

Since 2019, Shetland Islands Council has extended the right to request flexible working arrangements to all employees irrespective of the length of service. Other policies include:-

- Part time and term time working arrangements
- Job Share Policy
- Time off for Dependents
- Family Leave including:-
 - Parental Leave
 - Shared Parental Leave
 - Surrogacy Leave
 - Adoption Leave
- Carer and Compassionate and other special leave
- Career Break
- Time off for voluntary and other public duties

7. Oppose the use of fire and rehire practice

- We only consider effecting change where there is a legitimate business need
- We strive to achieve change through agreement
- We are committed to working with our Trade Unions partners to ensure there is effective consultation and negotiation relating to change.

The Fair Work First criteria are also referenced in our procurement contracts and grant award processes, to encourage third party providers to adopt positive fair work practices. Where relevant and proportionate to do so, this may factor into the tender

evaluation process and is subject to monitoring through contract management/service level agreements.