

Fair Work First Statement and Declaration

Statement:

Ardgay Public Hall 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 pay our staff the Real Living Wage and/or will do so if we employ people in the future. We make every effort to ensure that our suppliers/contractors are offered the same Real Living Wage 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 employ 1 member staff and/or have 25 volunteers.

Specifically:

- (1) We have appropriate channels for effective voice from the workforce and/or volunteers;
- a) we have one self employed cleaner who is regularly encouraged to bring any personnel issues to the committee and is paid the real living wage rate.
 - b) we hold regular committee meetings, inviting our volunteers along, where they are encouraged to take part in conversations.
 - c) we invite any volunteers to raise any issues with the committee
 - d) we have a suggestions box where the community and volunteers can post questions, observations and ideas.

The following points satisfy the self-declaration requirements for compliance with the effective voice criteria. If the answer to question 1a is no, further evidence of compliance will be required. Question 1b is only applicable where the organisation employs more than 21 staff. If the answer is no, further evidence of compliance will be required. Please confirm the following:

(1a) Ardgay Hall will provide effective one to one line management for any employee or volunteer ensuring regular open and two-way dialogue; that this exists separately to performance management processes; and that worker/manager working relationships are effective.

Yes ☒ No ☐

(1b) Ardgay Hall will ensure that as part of their induction, employees will be made aware of their right to join a union of their choice and will take a pro-union membership attitude.

Yes ☐ No ☐ NA ☒

- (2) We actively invest in workforce and/or volunteer development;
[We keep regular review of the Highland Third Sector training opportunities and those of other local organisations, such as the Laig and District Learning](#)

Centre. Our volunteers are also encouraged to support and share their skills with others.

- (3) We are committed to no inappropriate use of zero hours contracts;
We have only one self employed person as a cleaner, and ensure that any business used by the hall does not use such contracts.
- (4) We take action to tackle the gender pay gap and create a more diverse and inclusive workplace;
Should our cleaner change, we would continue to pay the Real Living Wage, and we ensure that any contractors engaged by the hall provide the same.
- (5) We are fully committed to paying the Real Living Wage to both our employees and ensuring our contractors also do the same.
Our contractors are usually local businesses whom we know and trust to be committed to this. However, we ask this of them and also request that contractors do the same.

This statement has been agreed by both the employer and a suitable workforce representative for our employees and/or volunteers:

Signature (for the employer):	
Print name:	Anna Patfield
Position within organisation:	Chair
Date:	30/6/25

Signature (as workforce representative):	
Print name:	FIONA VENTERS
Position within organisation:	Self employed cleaner
Date:	30/6/2025