



Fair Work
Statement

Working
at West



Fair Work Statement

West College Scotland recognises that work is an important part of adult life and is critical to our wellbeing and shaping how we live.

The College is committed to the Scottish Government's Fair Work First approach.

We believe Fair Work enables a more inclusive, people-centred culture of work which supports employees and employers to shape their organisations together and develop the skills needed for a successful future.

The College recognises that work is an important part of adult life and is critical to our wellbeing and shaping how we live.

The Fair Work Convention's Framework defines Fair Work as work that offers effective voice, fulfilment, opportunity, respect and security. We believe Fair Work enables a more inclusive, people-centred culture of work which supports employees and employers to shape their organisations together and develop the skills needed for a successful future.

We are committed to advancing the Fair Work criteria of:

- **Providing effective channels for effective employee engagement.**
- **Investing in workforce development.**
- **Not using zero-hours contracts.**
- **Taking action to tackle the gender pay gap and create a more diverse and inclusive workplace.**
- **Committing to paying the Real Living Wage.**
- **Offering flexible and family-friendly working practices for all workers from day one of employment.**
- **Opposing the use of fire and rehire practice.**
- **Working hard to ensure job security for all employees.**

Working at West

We will do this in a number of ways highlighted below:

1

We have appropriate channels for effective employee voice

- ◆ We work with our recognised trade unions in key governance and decision-making structures including the LJCNC for Support and Lecturing. We have monthly meetings with our trade unions and Senior Management team.
- ◆ We meet out with the formal processes to update and consult on proposed changes or developments in teams and services, policies and procedures and other relevant workforce issues.
- ◆ We involve trade unions and affected staff in early discussions around change, giving them a voice to shape decisions around the change as part of our 'Be the Change' framework.
- ◆ 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/ line manager.
- ◆ We have [policies and procedures](#) in place to ensure employees can raise concerns in the workplace on issue of bullying and harassment.
- ◆ We regularly seek out the views and experiences of our employees on employment and related matters to be a more responsive and supportive employer.
- ◆ We involve trade union representatives and members of the EDI Committee in our working groups.
- ◆ We have employee representatives on the Board of Management and we have also offered this opportunity for Trade Union representatives.
- ◆ We involve staff in focus groups on particular issues/ challenges or initiatives.
- ◆ My Conversations is a two-way process in which staff can give and receive feedback.





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2

We invest in workforce development



- ◆ The College's Organisational Development team provide a large range of training opportunities for employees to meet both their personal and professional needs.
- ◆ The establishment of the online portal Evolve gives all employees easy access to the whole menu of training and development opportunities available.
- ◆ We are committed to developing future leaders through our 'Leading Edge' Programmes and investment in CMI and CDN courses.
- ◆ We provide Modern Apprenticeships, Graduate Interns and other opportunities for young people to gain work experience.
- ◆ Formal and informal learning is offered and encouraged across the workforce, relating to specific roles as well as wider development.
- ◆ We regularly survey staff about health and wellbeing matters to inform policy priorities and development.
- ◆ We encourage regular one-to-ones between employee and line manager to encourage good relations, goal setting and employee led opportunities for personal effectiveness and development.
- ◆ We offer mentoring opportunities to staff in all roles and buddying support for all new staff.
- ◆ We have strategic learning plans aligned to organisational, directorate and team needs.

3

We do not use zero-hours contracts



- ◆ We do not use zero hours contracts in the college.

4

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

- ◆ We gather data to understand our workforce diversity and pay gap information.
- ◆ We have an Equality and Diversity Committee that provides a mechanism between the College and its employees to engage on equality matters.
- ◆ We work closely with local and national partners including Age Scotland, Accessible, LGBT Youth Scotland, ScottishTrans, Black Professionals Scotland, BEMIS, Emily Test, White Ribbon, Close the Gap, Who Cares Scotland? Interfaith Scotland and the Donaldson Trust.
- ◆ We are a Disability Confident Leader encouraging the employment and retention of disabled people and those with health conditions as well as encouraging other employers to become Disability Confident.
- ◆ We have a [Disability at Work](#) procedure that ensures workplace adjustments for disabled employees are tailored to their specific individual needs.
- ◆ We recognise our role as a Corporate Parent and support Care Experienced Young people into employment.
- ◆ We are a signatory to the Armed Forces Covenant and support opportunities for serving members of the armed forces and veterans.
- ◆ We have action plans in place to advance gender, race and disability equality in our employment practices and workplaces.
- ◆ We have a Chaplaincy team who support staff and students of all faiths and no faiths to meet and get to know each other better.
- ◆ We protect and promote the health and wellbeing of all employees through our [Employee health and wellbeing strategy](#).
- ◆ We encourage open and honest conversations about mental health and wellbeing through our [mental health and wellbeing procedure](#) and numerous wellbeing initiatives run throughout the year.
- ◆ Our Wellbeing Advisor provides individual and group support to all employees on health and wellbeing issues and initiatives.
- ◆ We set out how all employees are expected to behave at work, creating a better working environment for all through our Values and Building our Collective Future framework.
- ◆ We have an [equality, diversity and inclusion section](#) on our College website setting out our commitments to being an inclusive and supportive employer.





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5

We commit to paying the Real Living Wage

We are an [accredited Living Wage Employer](#); this is a clear commitment to pay at least the Real Living Wage for all staff we directly employ and for those who work on our contracts by actively encouraging employers to pay the Real Living Wage as part of a package of fair work practice in all relevant contracts.



6

We offer flexible and family-friendly working practices for all workers from day one of employment

- ◆ We support flexible working across the College, through our [Flexible Working Policy](#), offering a wide range of flexible working patterns.
- ◆ We have a hybrid working policy and many employees work in a hybrid way - a blend of working from home and working in a college building.
- ◆ We have many [policies and procedures](#) to support our employees at times when they need it. These include:
 - ◆ Part-time and term time working arrangements.
 - ◆ Carers Policy.
 - ◆ Job Share Guidance.
 - ◆ Time off for Dependents.
 - ◆ Parental Leave.
 - ◆ Paternity Leave.
 - ◆ Career Break.
 - ◆ Compassionate and other special leave.
 - ◆ Time off for voluntary and other public duties.



7

We oppose the use of fire and rehire practice

- ◆ We do not use fire and rehire practices.



8

We work hard to ensure job security for all employees

- ◆ The college would consider compulsory redundancy only as an absolute last resort, after thoroughly exploring and exhausting all other alternatives. We fully recognise the disruption and negative impact it can have on morale and engagement, and we approach such decisions with utmost caution. The college values the support of our employees and trade unions in identifying alternative solutions to prevent compulsory redundancies whenever possible.
- ◆ The college is committed to supporting employees in achieving a minimum working week of 16 hours, where this can fit with service delivery and where it is aligned with the employee's preferences.



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