



School House, Lairg
IV27 4DD
Tel 01549 402050
admin@lairglearningcentre.org.uk
www.lairglearningcentre.org.uk

Lairg & District Learning Centre

Fair Work First Policy

1. Purpose

Lairg & District Learning Centre (LDLC) is committed to providing fair, respectful, and progressive working conditions for all staff, tutors, and volunteers. This policy sets out how we meet the Scottish Government's Fair Work First criteria and demonstrates our commitment to becoming, and remaining, a fair work employer.

2. Scope

This policy applies to:

- All directly employed staff (permanent, temporary, part-time, and sessional)
- Apprentices
- Volunteers
- Contractors and agency workers involved in delivering LDLC-funded or LDLC-led activity

3. Principles of Fair Work First

3.1 Payment of at least the Real Living Wage

- LDLC pays all staff aged 16 and over at least the Real Living Wage.
- Apprentices and younger workers are paid the Real Living Wage as standard.

- Contractors and agency workers engaged in LDLC-delivered activity are required to pay their staff at least the Real Living Wage.
- Where an organisation is unable to meet this requirement, LDLC will review the circumstances carefully and only proceed if the exception is proportionate and aligns with funder expectations.

3.2 Effective Workers' Voice

LDLC ensures that every worker has meaningful ways to contribute to how the organisation operates.

Individual Channels:

- Regular one-to-one meetings between staff and line managers.
- Anonymous staff surveys, with results shared and actions developed.
- A suggestions process for raising ideas or concerns.

Collective Channels:

- Regular team meetings and shared decision-making where appropriate.
- Workers are informed at induction of their right to join a trade union and LDLC supports a positive approach to union membership.
- A designated Volunteer Representative acts as a collective voice channel for volunteers.

4. Workforce Development

- LDLC invests in staff, tutors, and volunteers by:
- Providing access to training, CPD, and qualifications.
- Offering clear inductions.
- Supporting progression routes, including links to The Kyle of Sutherland Apprenticeship Scheme.
- Ensuring volunteers can develop skills relevant to their roles.

5. No Inappropriate Use of Zero-Hours Contracts

- LDLC does not use zero-hours contracts for core staff.

- Sessional contracts are only used where work is genuinely irregular or project-based.
- Sessional staff have access to the same voice channels and development opportunities.

6. Reducing the Gender Pay Gap and Promoting Equality, Diversity & Inclusion

LDLC commits to:

- Transparent pay scales.
- Regular pay reviews to avoid inequality.
- Promoting flexible working where possible.
- Embedding equality, diversity, and inclusion in all processes.
- Monitoring workforce balance to identify inequalities.

7. Contractor and Supplier Expectations

- LDLC expects contractors and suppliers to:
- Pay the Real Living Wage to those supporting LDLC activity.
- Provide safe and fair working conditions.
- Demonstrate a positive approach to Fair Work First principles.

8. Monitoring and Review

- LDLC reviews this policy annually or when guidance changes.
- Evidence of compliance will be retained for funders.
- Staff and volunteer feedback informs improvements.

9. Approval


This policy has been agreed by the LDLC Board and a designated staff/volunteer representative.

Signed (Employer): _____ *S Forrest* _____

Name: _____ Sarah Forrest _____

Role: _____ Manager _____

Date: ___13/11/2025_____

Signed (Workforce Representative): __________

Name: ___Ryan Connelly_____

Role: ___Deputy Manager_____

Date: ___13/11/2025_____