

Live Borders Fair Work Statement



Company Information for Funders

Company Aims and Objectives

The Company's objects are to provide or assist primarily for the benefit of the community and visitors of all ages to the administrative area of the Scottish Borders and any surrounding areas each of the following:

(a) the advancement of:

(i) the arts, heritage, culture and science;

(ii) health through helping people improve or maintain their health

(iii) education through the wide variety of facilities, services, programmes, training courses and cultural, arts, heritage and science events, activities, collections and exhibitions which are provided by or organised through Live Borders;

(iv) community development and rural regeneration; and

(b) the provision of facilities and services areas for recreational, sporting or other leisure time occupation in the interests of social welfare, such facilities being provided to the public at large save that special facilities may be provided for persons who by reason of their youth, age, infirmity or disability, poverty or social or economic circumstances may have need of special facilities and services.

Governance arrangements

Live Borders is a company limited by guarantee: Company number SC243577, Charity number SC034227. Our Governing document is the Memorandum and Articles of Association (MEMARTS) in accordance with the Companies Acts 1985 and 1989.

MEMARTS outlines our business objectives, see above aims and activities, our governance arrangements ie General meetings, AGM, resolutions, voting, make up of Board (Trustees), powers and duties of Trustees, proceedings of Board, powers and duties of Trustees etc.

Trustees are provided with a Welcome pack which includes our own Board Governance Guidelines and Scheme of Delegation. This details the role of the Board, responsibilities of Board Members, duties of charity Trustees, principles of conduct, roles and responsibilities of the Chair and the CEO. It outlines the areas of Board responsibility and provides an assurance framework in accordance with the UK Code of Corporate Governance 2010. This also covers the roles of the committees (made up of Trustee sub groups).

The scheme of delegation outlines the authority reserved to the board, that delegated to Committee, to the Chair of the Board and to the Chief Executive Officer. It further details the delegated authority below the CEO, and the authority delegated to the Board Secretary. The scheme outlines the Statutory responsibility, which sits with Scottish Borders Council.

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Live Borders Fair Work Commitment

We have undertaken an assessment of our approach to Fair Work through the Fair Work Employer Support tool.

We are committed to workforce development and invest in our people.

We do not make inappropriate use of zero hours contracts.

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

As far as possible we offer flexible and family friendly working practices for all workers from day one of employment.

We oppose the use of fire and rehire practice.

As yet, we have not made any public commitments to the principles of Fair Work, however, we are committed organisationally to the principles as follows:

- **Fair Opportunity:** We have worked and will continue to work with our marketing function to develop new approaches to job adverts; interview and selection processes that have a positive impact on diversity. Our Equal Opportunities & Diversity policy informs our recruitment processes.
- **Security of income:** We have recently approved a pay award at Board level to pay the Real Living Wage. We give opportunities for hours of work which align with family life and caring commitments through our Flexible Working Policy as well as part time contracts; we offer fair opportunities for pay progression through our pay grading and spine-point structure. We also offer company sick pay to all employees with a minimum of six months' service, and company pension contributions which double after 2 years to 10% of salary and the option to move to a local government pension scheme after 5 years of service.
- **Fulfilment:** We have a job evaluation scheme which specifically assesses the level of control an employee has in their role. Further, any changes to a job description is discussed and negotiated

with the role holder. We also have a HR system that allows employees to provide anonymous feedback to colleagues, as well as completing engagement surveys.

- **Respect at work:** We have a Harassment & Bullying policy, as well as a Conduct & Standards policy, which ensures that all employees are treated respectfully, whatever their role and status in the organisation.
- **Effective Voice:** We have a Grievance Policy as well as a Public Interest Disclosure ('Whistleblowing') policy to ensure staff can raise concerns formally where required. Whilst we do not officially recognise Trade Unions we do work with two Trade Unions which have members across our organisation. Our staff are aware that we are happy for them to join a trade union of their choice, should they wish to do so.

Employee Voice: We recognise the need for a collective employee voice and have in place a means to collect innovative ideas, concerns, comments and opinions from staff which are heard at the highest levels of the organisation.

The following Live Borders policies relate to the principles of Fair Work:

- Equal Opportunities & Diversity policy
- Flexible Working Policy
- Sick Pay policy
- Harassment & Bullying policy
- Conduct & Standards policy,
- Grievance Policy
- Public Interest Disclosure ('Whistleblowing') policy

All of our policies are available to all staff online, as well as on request from the People function.