

ITEM No ...3.....

REPORT TO: POLICY AND RESOURCES COMMITTEE - 4 JUNE 2018

REPORT ON: FAIR WORK CHARTER

REPORT BY: CHIEF EXECUTIVE

REPORT NO: 120-2018

1. PURPOSE OF REPORT

1.1 To recommend the adoption of a Fair Work Charter.

2. RECOMMENDATIONS

2.1 It is recommended that Committee:-

- (i) agree to adopt a Fair Work Charter for Dundee City Council as set out in Appendix 1;
- (ii) remit the Chief Executive to discuss and agree the development of further service-specific charters, within the principles of this overarching document, with the relevant trade unions.
- (iii) remit the Chief Executive to advocate and influence the development of similar charters by other employers in line with the Council's commitment to fairness and tackling inequalities.

3. FINANCIAL IMPLICATIONS

3.1 There are no direct financial implications from agreeing the principles set out in the proposed charter.

4. BACKGROUND

4.1 The trade unions have worked with and supported adoption by Dundee City Council of a Fair Work Charter.

4.2 The attached document has been based on the principles in the Fair Work Framework which was developed by the Fair Work Convention as part of its remit to make fair work a hallmark of Scotland's workplaces. The Convention included representatives of the STUC, Unite and Unison as well as academics, business leaders and the Chief Executive of Perth and Kinross Council.

4.3 If the overall principles of the proposed charter are agreed, the Chief Executive should also be given a remit to discuss and agree with the trade unions more service-specific charters within this overall framework.

4.4 Dundee's Fairness Strategy and Action Plan identifies Work and Wages as one of the key strategic priorities in terms of tackling inequalities. The Council has used its influence to promote and increase commitment to the Scottish Living Wage in the city and it is proposed that we also seek to encourage other employers to develop Fair Work Charters.

5. POLICY IMPLICATIONS

This report has been screened for any impacts on Equality and Diversity, Fairness and Poverty, Environment and Corporate Risk. There are no major issues.

6. CONSULTATIONS

The Council Management Team and Trade Unions have been consulted in the preparation of this report and agrees with its contents.

7. BACKGROUND PAPERS

Fair Work Framework published by the Fair Work Convention.

DAVID R MARTIN
CHIEF EXECUTIVE

DATE: 11 May 2018

Dundee City Council

FAIR WORK CHARTER

Dundee City Council believes that fair work is work that offers employees an effective voice, opportunity, security, fulfilment and respect; and that fairly balances the rights and responsibilities of employers and workers. We believe that fair work provides benefits for individuals, organisations and society as a whole.

Our People Strategy and People Charter recognise that our people are our most valuable asset. It is through having an engaged, skilled, motivated and diverse workforce that we will realise our ambitions to provide excellent services and achieve positive outcomes for the city. We value the positive and constructive relationship we have with trade unions and will work with the trade unions to ensure our employees have fair work.

Our Commitments

This Charter commits us to offer:

❖ AN EFFECTIVE VOICE FOR EMPLOYEES

- We will have effective channels of communication and structures to inform, consult and engage with employees and their trade union representatives, to encourage constructive engagement in decision making, change and improvement and to resolve any problems which arise.
- Our workplace environment will be open and transparent. Employees' views will be sought, listened to and have an influence, and dialogue and challenge will be dealt with constructively and tolerantly.
- In particular, we will work with the trade unions to develop action plans based on any issues which arise from our regular employee surveys.

❖ OPPORTUNITY

- We will provide equal opportunity for all employees to access work and to progress at work, underpinned by policies, practices, attitudes and behaviours in relation to recruitment, learning and development and career progression which demonstrate that we value equality and aim to have a workforce that reflects the city's population on terms of age, gener, belief, race, sexual orientation and disability.
- Our focus will be on merit, performance, contribution and helping people achieve their potential. Everyone's talents will be valued, developed, nurtured and used within a culture of fairness, teamwork, engagement and enjoyment.
- In particular, we will take action to develop the young workforce (eg through work experience, apprenticeships and graduate trainee schemes and through our positive support for care experienced young people) and to develop leadership and succession planning.

❖ SECURITY

- We will provide security of employment, predictability of working hours and stability of income, allowing employees to plan their day-to-day lives and their futures. In particular, we recognise that forms of flexible working where the risk falls disproportionately on workers (including most zero hours contracts) are not fair work.
- Our working environment will be secure - including fair and stable contracts, a fair and equal pay policy that includes commitment to paying at least the Scottish Living Wage, and fair sickness and pension arrangements. Our policies on flexible working will support work-life balance. Within this secure environment, employees will feel confident in adapting to change in how we work.
- In particular, we will provide flexible and supportive working arrangements and are committed to the Carer Positive Charter - giving employees the opportunity to balance their caring commitments with work. We are also committed to taking a positive attitude to people with disabilities.

❖ FULFILMENT

- We will give employees access to work that is as fulfilling as it can be. The design of tasks, the working environment and employment conditions will be well aligned to the skills, talents and aspirations of employees and expectations of performance will be realistic and achievable.
- Our approach to job design, work organisation and personal development will give employees the opportunity to learn, use their skills, be challenged, solve problems, be creative and innovative, take responsibility and make decisions.
- In particular, we will recognise and celebrate the achievements of our employees (eg through our annual Outstanding Service and Commitment Awards and encouraging services to apply for national awards) and by regular communications via the Intranet on achievements.

❖ RESPECT

- We will respect all employees, whatever their role or status, with consistent application of policies and procedures which support health, safety, wellbeing and dignity.
- Our commitment is to fair treatment for all. We will promote supportive working relationships, respectful behaviours and effective approaches to conflict resolution, and will have in place arrangements for equality monitoring.
- In particular, we will deal effectively with issues such as bullying and harassment (eg through our recruitment and training of Harassment Support Officers).

Leading by Example

In adopting this Charter, Dundee City Council aims to lead by example. We will use our influence to encourage other employers in the city to develop similar Fair Work Charters to demonstrate their commitment to tackling inequalities, in line with the importance given to Work and Wages as one of the key strategic priorities in Dundee's Fairness Strategy and Action Plan.