

Fair Work First Compliance Statement Form - 2025/26 Network Support Grant

About Fair Work First

The Fair Work First compliance criteria applies from and including the 1 April 2025, and all conditions must apply from this date and throughout the grant award period. Voluntary organisations and voluntary workers are exempt.

Please see the Scottish Government [guidance for grant recipients and organisations awarding public sector grants](#) for further information.

This compliance statement relates to the Network Support Grant (NSG) only. For any other Scottish Government or Transport Scotland grant you will be required to complete the relevant Fair Work First paperwork specific to that grant.

What do I need to do?

Please read the questions on pages two and three carefully. They will direct you to the pages you need to complete and the information and evidence you need to provide.

Question 1 - Are all staff within your organisation volunteers (i.e. you have no paid staff within your organisation)?

Yes – please sign below

If the answer to question 1 is 'yes' and you have signed below, there is no further action required. Please return this form to schemesandgrants@transport.gov.scot

Name	
Position & Organisation	
Signature (electronic/typed signatures or names can be accepted)	
Date	

No – please continue

Question 2 - From 1 April 2025, will you be paying at least the real Living Wage of £12.60 per hour to all directly employed staff, including 16 –17 year olds and apprentices, and to the relevant contracted or agency staff?

Yes –

If you anticipate the value of the grant funding you will receive from Transport Scotland in the financial year 2025/26 is under £100,000 – [complete page 5](#)

If you anticipate the value of the grant funding you will receive from Transport Scotland in the financial year 2025/26 is £100,000 or over - [complete page 6](#) and provide the evidence requested

No – you are required to submit a request for a limited exception to paying employees the real Living Wage - [complete pages 7-12](#)

Question 3 - How do you provide appropriate channels for effective workers' voice?

All organisations with a paid workforce must demonstrate, before they can access grant funding, that all workers employed within the organisation have access to effective workers' voice channel(s), including contracted or agency workers.

- All organisations - [complete page 15](#)
- If you employ 21 or more staff - you must also [complete page 16](#)
- All organisations - [complete page 17](#) (you must obtain a trade union or worker representative signature to evidence the effective workers' voice channel(s)).

Question 4 - As an organisation do you currently provide or intend to provide in the future, all of the following?

- Investment in workforce development
- No inappropriate use of zero hours contracts
- Action to tackle the gender pay gap and create a more diverse and inclusive workplace
- Offer flexible and family friendly working practices for all workers from day one of employment
- Oppose the use of fire and rehire practice

All organisations - [complete pages 18 & 19](#)

Final declaration

All organisations - [complete page 20](#)

Your details

Please confirm your company/organisation name - **[Company]**

(Providing your company/organisation name above will auto-populate it on all relevant sections throughout the form)

Evidencing payment of the real Living Wage (Under £100,000)

If you will receive under £100,000 in grant funding from Transport Scotland in 2025/26, this can be confirmed through a self-declaration signed by an authorised representative of the organisation and you are not required to provide any supporting evidence.

If you will receive £100,000 or over in grant funding from Transport Scotland in 2025/26, you must provide supporting evidence as detailed on page 5.

If your organisation fully complies with the real Living Wage criteria, and you will receive under £100,000 in grant funding annually please fully complete the declaration box below.

[Company] is committed to advancing the Fair Work First criteria and pays all direct employees in Scotland the real Living Wage, including 16-17 year olds and apprentices.

In addition, the Fair Work First requirements are included in any contracts for external workers based within the UK who are directly involved in delivering the service relevant to the grant funding issued in Scotland. In this instance we are referring to the Network Support Grant.

Name	
Position & Organisation	
Signature (electronic/typed signatures or names can be accepted)	
Date	

Evidencing payment of the real Living Wage (£100,000 plus)

If you will receive £100,000 or over in grant funding from Transport Scotland annually, you must provide the following evidence for each of the relevant worker groups.

The following evidence can be submitted to demonstrate this.

You must provide at least one piece of evidence for each category relevant to your company/organisation.

- Please confirm what evidence has been included with the submission of your compliance statement using the check boxes.
- If any of the paid worker groups do not apply to your company/organisation, please mark the number of staff as 0 to confirm that evidence is not required.
- Voluntary workers should not be included in the staff count or evidence.

Worker Groups	No. of staff	Evidence needed	
Directly employed staff aged 18 and over (excluding apprentices)		Living Wage Accreditation	<input type="checkbox"/>
		Anonymised Payroll (excel format only)	<input type="checkbox"/>
		Accountant Certificate	<input type="checkbox"/>
Apprentices		Anonymised Payroll (excel format only)	<input type="checkbox"/>
		Accountant Certificate	<input type="checkbox"/>
16–17 year old workers		Anonymised Payroll (excel format only)	<input type="checkbox"/>
		Accountant Certificate	<input type="checkbox"/>
Relevant contracted and agency staff		Anonymised copy of relevant contract	<input type="checkbox"/>
Total Staff			

Request for a limited exception to the real Living Wage condition for grants

If you are not currently able to fully comply with the real Living Wage criteria, please complete the statement below and amend the text in bold to confirm which paid groups this exception will apply to:

Although **[Company]** is committed to advancing the Fair Work First criteria we cannot afford to pay the real Living Wage to **[all direct employees / 16–17-year-olds / apprentices / contracted and agency staff - delete as appropriate]**.

We are therefore seeking an exception based on the information provided below in Part A.

Please note – if you are applying for an exception and you receive £100,000 or more in grant funding, you are still required to provide evidence demonstrating payment of the real Living Wage to the categories of staff to whom this exception does not apply.

[Part A](#) is to be completed by the organisation.

[Part B](#) is to be completed by an authorising officer of Transport Scotland.

Part A

Name of organisation seeking a limited exception

[Company]

The case for an exception must address but need not be limited to the following points. Each case will be assessed on the individual basis of affordability of the requirement for the applicant organisation.

You must complete all questions

1. Indicate which paid group(s) of the workforce the organisation is requesting a limited exception for (e.g. Apprentices, 16–17 year olds)?

Directly employed staff aged 18 and over (excluding apprentices)	<input type="checkbox"/>
16–17 year olds	<input type="checkbox"/>
Apprentices	<input type="checkbox"/>
Relevant contracted or agency staff	<input type="checkbox"/>

2. Confirm the total number of the overall workforce.

3. Confirm the number of workers currently in each area of the workforce, this must combine to the same total number of workers identified above.

Directly employed staff aged 18 and over (excluding apprentices)	
16–17 year olds	
Apprentices	
Relevant contracted or agency staff	

4. Confirm the lowest hourly wage rates for each area(s) of the workforce.

Directly employed staff aged 18 and over (excluding apprentices)	
16–17 year olds	
Apprentices	
Relevant contracted or agency staff	

5. Please give a full explanation as to why paying the real Living Wage is unaffordable and what this would mean for your organisation, providing suitable evidence regarding the organisation’s current financial position, the costs of uprating the pay for that area (or areas) of the workforce, and any consequential or additional costs.

The cost of uprating the following staff to the real Living Wage (rLW) is estimated to be (per annum).

	rLW being paid?	No. workers in this category	Cost of uprating (per annum)
Directly employed staff aged 18 and over (excluding apprentices)	<input type="checkbox"/>		
16–17 year olds	<input type="checkbox"/>		
Apprentices	<input type="checkbox"/>		
Relevant contracted or agency staff	<input type="checkbox"/>		

Please provide an explanation limiting your response to 1 x A4 page only. Some examples have been given which you may wish to consider when forming your response.

- Potential impact and evidence in relation to:
 - your overall cost base
 - your wider recruitment policies and practices
 - your service provision and frequencies

6. Outline the action the organisation will take towards meeting the rLW condition for the area(s) of the workforce identified at (1) and the related timescales.

If approved, this action will be considered an agreed milestone for how your organisation will work towards meeting the rLW condition and will be added to the grant award letter. An example milestone is set out below which you can use by adding the relevant dates you intend to achieve this, if you wish to provide an alternative milestone please use the box below, ensuring you clearly state the actions you will take and the related timescales.

[Company] agree to increase pay to bring all direct employees, 16–17 year olds and apprentices closer to the real Living Wage by **[insert date]**. We also agree to increase pay to bring all contracted or agency staff within the UK who are directly involved in delivering the service relevant to the grant closer to the real Living Wage by **[insert date]**, and will continue to work towards paying all direct employees and relevant contracted or agency staff the real Living Wage by **[insert date]**

Space to provide an alternative milestone limiting your response to 1 x A4 page only.

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Transport Scotland

Name	
Position & Organisation	
Signature (electronic/typed signatures or names can be accepted)	
Date	
Details for a lead contact (should Transport Scotland need to discuss this request)	

Completed requests for a limited exception form should be submitted to: schemesandgrants@transport.gov.scot

Part B (to be completed by Transport Scotland)

Decision regarding the request for an exception

On behalf of **[Company]**

I **approve** the above request for a limited exception to meeting the real Living Wage condition for **area(s) or all of the workforce** identified in Part A for the grant.

I **decline** the request for a limited exception to meeting the real Living Wage condition for **area(s) or all of the workforce** identified in Part A for the grant. The reason for this decision is noted below. **[delete as appropriate]**

Reason for a request for a limited exception being declined
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Name (authorising officer of Transport Scotland)	
Position & Organisation	
Signature (electronic/typed signatures or names can be accepted)	
Date	

Evidencing Effective Workers Voice Criteria

A worker representative is defined as someone who speaks officially on behalf of an employee(s) and represents them in regard to workplace matters.

Organisations with under 21 workers, all paid employees within that organisation must have access to an effective voice at an individual level, including contracted or agency workers. The compliance declaration must be signed by management and a non-management worker representative, for example a bus driver.

In organisations with 21 or more workers, all paid employees within that organisation must have access to an effective voice at an individual and collective level, including contracted or agency workers. The compliance declaration must be signed by management and a trade union or non-management worker representative.

Total number of workers in your organisation.

Please complete the statement below and amend the relevant text in bold to suit your organisation:

[Company] is committed to advancing the Fair Work First criteria and confirms that appropriate channels for effective worker's voice at individual / and collective level(s).

Please indicate in the individual and collective (if applicable) sections below what effective voice channels you have in place within your organisation.

Individual level

To be completed in all cases where staff are paid.

This must include at least one of the below:

Line managers hold regular meetings with their direct reports to provide open and two-way dialogue, allowing the direct report to provide any feedback or raise any issues or concerns.	<input type="checkbox"/>
Employees can have their say through individual channels, by speaking directly to management or indirectly through employee representatives and trade unions.	<input type="checkbox"/>
Staff surveys are undertaken regularly, with actions taken forward and results fed back to employees.	<input type="checkbox"/>
Schemes, such as staff suggestion boxes, and pulse surveys are used for feedback, allowing individual responses to be provided in a safe environment.	<input type="checkbox"/>
An internal platform exists where employees can contribute to strategic discussions on matters which impact them, and input is acknowledged and acted upon.	<input type="checkbox"/>
Something else – please tell us more about this below	<input type="checkbox"/>

Collective level

Must be completed in all cases where there are 21 or more paid employees. Organisations with less employees are encouraged to complete if applicable.

This must include at least one of the below:

We encourage membership of trade unions, and grant access to Trade unions to recruit and organise members.	<input type="checkbox"/>
We engage with recognised trade unions in negotiation and consultation regarding any issues or proposed changes that impact employees.	<input type="checkbox"/>
We engage with employee representatives (out with trade union) both formally and informally through in person meetings and/or online meetings.	<input type="checkbox"/>
Employees have access to a staff forum which meets regularly and supports open dialogue, and any actions arising from the staff forum are considered and progressed.	<input type="checkbox"/>
We use employee engagement consultation and surveys to gather feedback from employees about their work experience, job satisfaction, and other aspects of their employment.	<input type="checkbox"/>
We use regular pulse surveys to garner quick feedback to agreed changes within the workplace to ensure they are effective and take relevant action depending on the responses.	<input type="checkbox"/>
We have worker representation within our management board.	<input type="checkbox"/>
Something else – please tell us more about this.	<input type="checkbox"/>

Compliance Declaration

I can confirm that the information provided in this compliance statement and all evidence submitted is accurate and correct as at the date specified below.

Member of Management

Name	
Position & Organisation	
Signature (electronic/typed signatures or names can be accepted)	
Date	

Member of Trade Union or non-Managerial Worker Representative

Name	
Position & Organisation	
Signature (electronic/typed signatures or names can be accepted)	
Date	

Fair Work First Principles

In addition to the mandatory criteria above, Fair Work First includes criteria that is not currently mandatory, but recommended that organisations should be considering and working towards as they may become mandatory in the future.

Please indicate below whether you are already providing or working towards providing the following conditions for your workforce:

Fair Work First principle	Achieved	Working towards
Commitment to no inappropriate use of zero hours contracts (zero hour contracts are considered appropriate where they are agreed by employees and employers, and in both parties' interests).	<input type="checkbox"/>	<input type="checkbox"/>
Commitment to abstain from the use of fire and rehire practices.	<input type="checkbox"/>	<input type="checkbox"/>
<p>Investment in workforce development.</p> <p>Examples (please delete as appropriate):</p> <ul style="list-style-type: none"> • We have a code of conduct or values statement, co-written with staff, that sets out how employees are expected to behave at work, creating a better working environment for all • We provide learning and development opportunities for all staff • We provide apprenticeships and other opportunities for young people • We provide training for mental health first aiders for employees' wellbeing • We provide training for accessibility • We provide training for equity, diversity and inclusion (EDI) 	<input type="checkbox"/>	<input type="checkbox"/>

<p>Action to tackle the gender pay gap and create a more diverse and inclusive workplace.</p> <p>Examples (please delete as appropriate):</p> <ul style="list-style-type: none"> • We support flexible working patterns • We monitor workforce diversity and pay gap information to identify and address disparities • We are a Disabled Confident employer, encouraging the employment and retention of disabled people and those with health conditions • We make reasonable adjustments for employees with a disability, or who have a short- or long-term impairment that could affect their ability to work 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Offer flexible and family friendly working practices for all workers from day one of employment.</p> <p>Examples (please delete as appropriate):</p> <ul style="list-style-type: none"> • We offer part time and flexible working arrangements, including remote working where appropriate • We offer parental leave • We offer compassionate and other special leave 	<input type="checkbox"/>	<input type="checkbox"/>

Name	
Position & Organisation	
Signature (electronic/typed signatures or names can be accepted)	
Date	

Final Declaration

[Company]

Name	
Position & Organisation	
Signature (electronic/typed signatures or names can be accepted)	
Date	

Countersignature - For Transport Scotland Official use only:

Name	
Position & Organisation	
Signature (electronic/typed signatures or names can be accepted)	
Date	

Employers who are accessing grant funding are also asked to include a short joint statement with a trade union or worker representative on their website or other appropriate channels, highlighting their commitment to advancing the Fair Work First criteria, including the real Living Wage and effective voice conditions.

The following suggested wording could be used:

We are committed to advancing the Fair Work First criteria, including the payment of the real Living Wage and effective voice conditions for all workers, in collaboration with The Scottish Government.

Page for Transport Scotland use only.

Save all evidence and accompanying documents returned with this statement to eRDM. Once saved, record the type of document and eRDM reference below.

Document type/name	eRDM reference