

# Fair Work First Compliance Statement for all 2026-27 Grants

## Bus Concessions & Active Travel

### About Fair Work First

Fair Work First was introduced on 1 July 2023 and compliance is essential for all Scottish Government grants. The principles in this statement apply from and including 1 April 2026 to 31 March 2027 and throughout the grant period.

Voluntary organisations and voluntary workers are exempt from Fair Work First conditions.

Further information can be found at [Fair Work First Guidance](#).

This annual statement confirms your organisation's compliance with Fair Work First conditions for **all** grants applied for, requested or provided by Transport Scotland's Bus Concessions and Active Travel (BCAT) Directorate during the financial year 2026/27 (1 April 2026 – 31 March 2027).

If your organisation receives grants from another area of Transport Scotland or from the Scottish Government, you must complete the relevant Fair Work First paperwork specific to that grant.

### What do I need to do?

Complete the 'Your Details' and 'Type of Organisation' sections below which will indicate the category that applies to your organisation and then direct you to the page(s) you must complete and the evidence you must provide (if applicable).

### Your details

Please confirm your legal organisation name **Add Here** which will then pre-populate throughout this form.

<b>Operational/Trading Name (if different to above)</b>	
<b>Organisation address</b>	
<b>Contact Name</b>	
<b>Position in organisation</b>	
<b>Contact Telephone Number</b>	
<b>Contact Email Address</b>	

### Type of Organisation (select as appropriate)

<b>Voluntary organisation</b>	If you are a volunteer only organisation with no paid employees, Fair Work First does not apply to you. Please tick the box, sign and date the statement below and return the full form to <a href="mailto:schemesandgrants@transport.gov.scot">schemesandgrants@transport.gov.scot</a>	<input type="checkbox"/>
<b>Sole Trader or Self-employed</b>	If you are a sole trader or self-employed with no paid employees, Fair Work First does not apply to you. Please tick the box, sign and date the statement below, and return the full form to <a href="mailto:schemesandgrants@transport.gov.scot">schemesandgrants@transport.gov.scot</a>	<input type="checkbox"/>

***Fair Work First compliance does not apply to organisations where all workers are volunteers, sole traders, or self-employed. If these circumstances change, the Grantee must notify the grant provider of the change and then comply with the conditions pertaining to Fair Work First.***

**Declaration**

I confirm, by signing below, that the organisation named above consists only of volunteers, sole traders, or self-employed workers. Should this change, I will notify Transport Scotland and work towards complying with Fair Work First conditions.

Sign or print name:

Date:

<p><b>Organisation with paid employees</b></p>	<p>If your organisation has paid employees, including 16–17-year-olds, apprentices, and agency or contract workers involved in delivering the grant funded service, you must confirm compliance with Fair Work First.</p> <p>Agency or contract workers in unrelated areas should not be included.</p> <p>Organisations with paid employees must comply with the essential Fair Work First principles:</p> <ul style="list-style-type: none"> <li>• Provision of effective worker voice channels</li> <li>• Payment of the Real Living Wage (currently £13.45 per hour)</li> </ul> <p><b>Please complete the relevant sections in the remainder of this form below.</b></p>	<p><input type="checkbox"/></p>
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## Appropriate channels for effective workers voice

Organisations with paid employees must confirm that **all** employees have access to effective workers voice channel(s), before grant funding can be accessed. Evidence is required at an individual level, and for organisations with 21 or more workers, at a collective level as well

### Evidencing Effective Workers Voice Channels

**Please confirm the total number of workers in your organisation**

(including 16-17 year olds, apprentices and agency or contract workers involved in delivering the grant funded service)

**Add Here** confirms that appropriate channels for effective workers voice at individual and collective level (where applicable) are in place within our organisation

Please indicate in the sections below what effective voice channel(s) you have in place at an individual and (if applicable) collective level.

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

## Individual level

To be completed by all organisations with paid employees, at least one option must be selected

Line manager holds regular meetings with all employees to provide open and two way dialogue, allowing employees to provide feedback or raise 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 manner	<input type="checkbox"/>
An internal platform where employees can contribute to strategic discussions on matters which impact them and input is acknowledged and acted upon	<input type="checkbox"/>
Other – please provide details below	<input type="checkbox"/>

## Collective level

To be completed by organisations with 21 or more paid employees, at least one option must be selected

*(organisations with less than 21 employees are encouraged to complete if applicable)*

We encourage membership to 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 and/or online meetings	<input type="checkbox"/>
Employees have access to a staff forum which 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 gather 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"/>
Other – please provide details below	<input type="checkbox"/>

## Section 2 – Payment of the real Living Wage

Please review the three options below which relate to payment of the real Living Wage and the value of your annual claim, and indicate which one applies to your organisation, this will also direct you to the relevant page(s) to complete.

**Note: All employees includes 16-17 year olds, apprentices, and agency or contracted workers (directly involved in delivery of the grant funded service). The value of your annual claim received should account for all grant funding from all Transport Scotland sources.**

<p><b>Option 1</b></p>	<p>All employees are paid at least the real Living Wage, and our annual grant funding received from all Transport Scotland sources is expected to be less than £100,000.</p> <p>No further evidence is required for this section</p> <p>Sign here as confirmation:</p>	<input type="checkbox"/>
<p><b>Option 2</b></p>	<p>All employees are paid at least the real Living Wage, and our annual grant funding received from all Transport Scotland sources is expected to be greater than £100,000.</p> <p>*You must provide evidence of payment of the real Living Wage for all worker groups - see page 7 for the evidence that we can accept.</p>	<input type="checkbox"/>
<p><b>Option 3</b></p>	<p>All employees are not paid the real Living Wage.</p> <p>You must fully complete the exception request on pages 8-12.</p> <p>If you expect to receive more than £100,000 in grant funding from all Transport Scotland sources, you must still provide evidence of real Living Wage payment for all worker groups to which the exception does not apply - see page 7 for the evidence that we can accept.</p>	<input type="checkbox"/>

## Supporting evidence for payment of the real Living Wage

You must provide at least one document of evidence for each of the relevant worker groups – please complete the table below to indicate the evidence you will provide for each worker category and this must be returned with your Fair Work First Compliance Statement.

If any of the paid worker groups do not apply to your 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.

If your organisation is listed on [Employer Directory - Living Wage Scotland](#) this can be accepted as confirmation of payment of the real Living Wage for all directly employed staff aged 18 and over. You must still provide evidence for all other worker groups where applicable.

Worker Groups	No. of staff	Evidence needed	
Directly employed staff aged 18 and over (excluding apprentices)		Living Wage Scotland Website	<input type="checkbox"/>
		Living Wage Accreditation Letter	<input type="checkbox"/>
		Anonymised Payroll with each workers hourly rate (Excel format only)	<input type="checkbox"/>
		Accountant Letter/Certificate	<input type="checkbox"/>
Apprentices		Anonymised Payroll with each workers hourly rate (Excel format only)	<input type="checkbox"/>
		Accountant Letter/Certificate	<input type="checkbox"/>
16–17 year old workers		Anonymised Payroll with each workers hourly rate (Excel format only)	<input type="checkbox"/>
		Accountant Letter/Certificate	<input type="checkbox"/>
Relevant agency and contract workers		Anonymised copy of standard contract	<input type="checkbox"/>
Total no. of workers (must match page 3)			

## Request for a limited exception to payment of the real Living Wage

If you are not currently able to fully comply with the real Living Wage criteria, please complete Part A of the exception request.

Although **Add Here** is committed to advancing the Fair Work First criteria we cannot afford to pay the real Living Wage to the specified employees noted in the table at point 2 below. We are therefore seeking an exception based on the information provided below in Part A.

**Part A** is to be completed by the organisation seeking the exception.

**Part B** is to be completed by an authorising officer of Transport Scotland.

### Part A

**Add Here** is seeking a limited exception

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. Confirm the total number of the overall workforce**  
(should match the number provided on page 3)

**2. Please complete the table below to indicate what areas of the workforce require an exception to payment of the real Living Wage.**

	Exception required	Total no. of workers in this group	No. of workers requiring exception	Lowest hourly wage rate	Cost of uprating (annually)
Directly employed staff aged 18 and over (excluding apprentices)	<input type="checkbox"/>				
16–17 year olds	<input type="checkbox"/>				
Apprentices	<input type="checkbox"/>				
Relevant agency or contract workers	<input type="checkbox"/>				

**3. Please give a full explanation below as to why paying the real Living Wage is unaffordable and what this would mean for your organisation.**

Provide suitable evidence of the organisation’s current financial position, the costs of uprating the pay for the area(s) under exception and any consequential or additional costs.

Please limit your response to 1 x A4 page only. Some examples of points to consider have been given to help form your response.

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

**4. Please outline the action your organisation will take towards meeting the real Living Wage for the area(s) of the workforce currently under exception and the estimated timescale to meet this.**

Your estimated timescale should fall within the grant claim period (1 April 2026 - 31 March 2027). 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.

[Add Name Here] agrees to increase pay to bring all employees for whom an exception is being requested (as noted in point 2) closer to the real Living Wage, as detailed below. We will also continue to work towards paying all worker groups the real Living Wage by **[insert date]**.

If approved, this action will be considered an agreed milestone for how your organisation will work towards meeting the real Living Wage criteria and will be added to your grant award letter.

**Estimated Milestone Date(s):**

Applicant Name	
Position in Organisation	
Signature (electronic/typed signatures or names can be accepted)	
Date of Signing	

**Part B** (to be completed by Transport Scotland)

**Decision regarding the request for an exception**

On behalf of **Add Here**

\*I **approve** the above request for a limited exception to meeting the real Living Wage condition for all employees as specified at point 2 in Part A for this grant.

\*I **decline** the request for a limited exception to meeting the real Living Wage condition for all employees as specified at point 2 in Part A for this grant. The reason for this decision is noted below.

<b>Reason for a request for a limited exception being declined</b>	
Transport Scotland Representative Name	
Position in Organisation	
Signature	
Date of Signing	

## Fair Work First Principles

In addition to the mandatory criteria, 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.

### Question 3 - As an organisation do you currently provide or intend to provide in the future, all of the following?

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"/>
Investment in workforce development - examples: <ul style="list-style-type: none"> <li>• 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</li> <li>• We provide learning and development opportunities for all staff</li> <li>• We provide apprenticeships and other opportunities for young people</li> <li>• We provide training for mental health first aiders for employees' wellbeing</li> <li>• We provide training for accessibility</li> <li>• We provide training for equity, diversity and inclusion (EDI)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Action to tackle the gender pay gap and create a more diverse and inclusive workplace - examples: <ul style="list-style-type: none"> <li>• We support flexible working patterns</li> <li>• We monitor workforce diversity and pay gap information to identify and address disparities</li> <li>• We are a Disabled Confident employer, encouraging the employment and retention of disabled people and those with health conditions</li> <li>• 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</li> </ul>	<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:</p> <ul style="list-style-type: none"> <li>• We offer part time and flexible working arrangements, including remote working where appropriate</li> <li>• We offer parental leave</li> <li>• We offer compassionate and other special leave</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
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## Final Declaration

### Add Here

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

Applicant Name	
Position in organisation	
Signature (electronic/typed signatures or names can be accepted)	
Date of signing	

### Member of Trade Union or non-Managerial Worker Representative

This should be completed by a member of the union or union worker representative. If your organisation does not have union representation, a non-managerial worker such as a driver or office member can complete this section.

By signing I can confirm on behalf of **Add Here** that all information provided in this compliance statement and all evidence submitted is accurate and true as at the date specified below.

Trade Union or Worker Name	
Position in organisation	
Signature (electronic/typed signatures or names can be accepted)	
Date of signing	

**Countersignature - For Transport Scotland Official use only:**

**Transport Scotland – Bus Concessions Business and Operations Team**

Transport Scotland Representative Name	
Position in Organisation	
Signature	
Date of signing	

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 workers 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 workers voice conditions for all workers, in collaboration with The Scottish Government.***