



University of  
St Andrews

## Fair Work Statement

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## 1. Statement

- 1.1 The University is committed to fair working practices. The statement highlights key actions being taken and how these align to the Scottish Government's Fair Work Principles and has been shared with the recognised Trade Unions (UCU, Unison, Unite).
- 1.2 Fair Work First is the Scottish Government's policy for driving high quality and fair work across the labour market in Scotland by applying fair work criteria to grants, other funding and contracts being awarded by and across the public sector, where it is relevant to do so. Through this approach, the Scottish Government is encouraging employers to adopt fair working practices, specifically:
  - 1.2.1 Payment of at least the real Living Wage.
  - 1.2.2 Providing appropriate channels for effective workers' voice, such as trade union recognition.
  - 1.2.3 Investment in workforce development.
  - 1.2.4 No inappropriate use of zero hours contracts.
  - 1.2.5 Action to tackle the gender pay gap and create a more diverse and inclusive workplace.
  - 1.2.6 Offer flexible and family friendly working practices for all workers from day one of employment
  - 1.2.7 Opposing the use of fire and rehire practices

## 2. Activities in support of the Fair Work Principles

- 2.1 The University's [strategy](#) and vision, as supported by its [People Strategy](#) and relevant charter action plans supports the Fair Work Principles as follows:
  - 2.1.1 Payment of at least the Real Living Wage**
    - a. The University has an agreed pay structure and is committed to paying our employees the Real Living Wage as a minimum. The University has been paying the real living wage since 2016, and we are committed to continuing to provide this benefit.
  - 2.1.2 Appropriate channels for Employee Voice**
    - a. The University has individual and collective voice channels to listen to and engage with staff including:

- i. UCU, Unison and Unite Trade Union recognition for the purpose of collective bargaining and employee support, supported by an agreed [recognition agreement](#).
  - ii. A combined Joint Negotiation and Consultation Committee with representation from UCU, UNISON and Unite, which meets 6 times a year.
  - iii. Providing facilities time to support Trade Union activities.
  - iv. A Policy Review Working Group which operates a forward planning review process, seeking input from members of staff and engaging proactively with the Trade Unions on policy development.
  - v. [Staff Networks](#) for staff who identify as BAME, LGBTQI+, having a disability, and carers.
  - vi. [Report and Support](#), where staff, students and third parties can report (including anonymously) any matters of concern.
  - vii. In the Loop, a weekly employee newsletter sharing University news and providing the facility for readers to provide comment on all articles.
  - viii. A regular staff survey (usually biennial) to gather feedback from staff on the University as an employer.
- b. The People Strategy identifies a number of further actions to support employee voice including development of a standing staff panel.

### **2.1.3 Workforce Development**

- a. One of the key aims of the [People Strategy](#) is for all staff to have the opportunity to develop personally and professionally to support individual and organisational achievement. We support staff to develop by:
- i. Formal induction for all staff
  - ii. Range of formal and informal development opportunities, open to all staff across the University.
  - iii. Access to LinkedIn learning for all staff, a digital skills development platform providing access to an extensive suite of learning opportunities.

#### **2.1.4 No inappropriate use of Zero Hour Contracts**

- a. The University of St Andrews does not use zero-hour contracts. Staff are employed on open ended contracts or fixed contracts. The University will use flexible working contracts to support peak work demands. As part of our commitment to hourly paid staff, the University, in collaboration with the Trade Unions, developed a new Graduate Teaching Assistant contract to further develop and support postgraduate students undertaking tutorial and teaching support work. In addition, the University is committed to supporting staff on Fixed Term Contracts. As outlined in its [Policy on the use of fixed-term and standard contracts](#), the University deems an employee to hold a standard contract (subject to funding) if, their employment is extended beyond three years as a result of their contract being renewed/extended, unless there is a clear objective justification for the fixed term status remaining. This commitment exceeds legal requirements, which mandate a contract review only after four years of service.

#### **2.1.5 Action to tackle the gender pay gap and create a more diverse and inclusive workplace**

- a. We are committed to creating a more diverse and inclusive workplace – including addressing gender and other pay gaps – as highlighted in the University Strategy that sets out an ambitious vision to make St Andrews a beacon of inclusivity, placing diversity and equality at the centre of everything we do. This vision is put into effect through the Diverse Action Plan and further supported by:
  - i. [Annual Gender Pay Gap report](#) adopting the framework provided by the UK government to allow monitoring of our gender pay gaps and strengthen the actions to address gender imbalance.
  - ii. [Equality Mainstreaming Report](#) and action plan, published every 4 years as part of our Public Sector Duty.
  - iii. Achievement of charter awards, including [Athena Swan Silver](#) at an institutional level and the Bronze [Race Equality Charter](#), with comprehensive action plans to support and embed changes across the organisation to advance race and gender equality.
  - iv. Supporting female leadership development opportunities through [Aurora HE Leadership Programme](#) and the [Elizabeth Garrett Mentoring Programme](#).

- v. [Carer Positive Employer](#): Exemplary Level recognising the support offered to staff who are carers.

#### **2.1.6 Offer flexible and family friendly working practices for all workers from day one of employment**

- a. We have actively developed and enhanced our family friendly policies, increasing maternity, adoption, parental and paternity leave pay in September 2023, along with enhancing our carers policies.
  - i. Enhanced [Family Friendly policies](#) and procedures for all staff
  - ii. Introduced [Carer's leave](#) (5 days paid leave) in September 2023
  - iii. Enhanced [emergency leave to care for a dependant](#) from 3 days to 7 days in September 2023
  - iv. Enhanced [fertility leave](#) now a day one right in September 2023
  - v. Introduced a [neonatal policy](#) in September 2023
  - vi. [Hybrid working](#) operated where operationally feasible
  - vii. A range of [Special Leave](#) to support work life balance
  - viii. [Flexible Working Policy](#) which applies to all staff as a day one right.

#### **2.1.7 Opposing Fire and Rehire Practices**

- a. The University does not engage in fire and rehire practices.
- b. The University continues to develop policies and processes that enhance the workplace. This includes actions in the People Strategy around reward, development and engagement as well as actions and targets in the Race Equality Charter and Athena Swan action plans to minimise ethnicity and gender pay gaps.

### 3. Version control

Version number	Purpose or changes	Document status	Author of changes, role and School or unit	Date
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