

Fair Working Practices

1. **Background Information**

1.1 The University of Strathclyde is committed to ensuring delivery of high quality services and achieving best value through contracts by:

- Securing continuous improvement in the performance and delivery of its functions,
- Maintaining an appropriate balance between quality and whole life cost,
- Having regard to efficiency, economy, effectiveness and equal opportunities, and
- Actively contributing to sustainable development.

1.2 The University of Strathclyde has adopted policies which support the development of a positive and inclusive working environment and organisational culture where all employees have rights to fair treatment, respect and continuous professional development. These include;

- Supporting the living wage by guaranteeing a minimum standard of income for all University employees, the University is a Living Wage Accredited Employer.
- A wide range of staff training and development opportunities
- Flexible working opportunities
- Offering a range of employee assistance scheme's
- A strong commitment to Modern Apprenticeships and the development of Scotland's young workforce.
- No inappropriate use of zero hours contracts or other forms of demand driven contracts
- Policies in relation to Equality and Diversity.

1.3 Fair work practices should take a similarly positive approach to those adopted by public sector organisations with those working on public contracts receiving fair, equitable and non-discriminatory pay, terms & conditions and reward packages.

2. **Question for ITT**

2.1 **Please describe how you will commit to fair work practices for workers (including any agency or sub-contractor workers) engaged in the delivery of this contract.**

2.2 **Guidance on Response/Answer**

Response/answers need not be constrained to, or be reflective of any of examples given alongside this question.

2.3 Excellent answers will reassure evaluators that your company takes a positive approach to rewarding staff at a level that helps tackle inequality (e.g. through a commitment to paying at least the Living Wage); improves the wider diversity of your staff; provide skills and training, and opportunities to use skills which help staff fulfil their potential; avoids exploitative employment practices (e.g. in relation to matters such as the inappropriate use of zero-hours contracts); takes the engagement and empowerment of staff engaged on this contract seriously, including having arrangements in place to ensure trade union representation where possible; otherwise alternative arrangements to give staff an effective voice and that your company will demonstrate organisational integrity with regards to the delivery of those policies.

Fair Working Practices

2.4 This reassurance can include a variety of practices which demonstrate your approach to fair work and should be tangible and measurable examples that can be monitored and reported during contract management procedures.

3. **Additional Guiding Information**

3.1 Living wage is a term used to describe the minimum hourly wage necessary for shelter (housing and incidentals such as clothing and other basic needs) and nutrition for a person for an extended period of time (lifetime). This standard generally means that a person working full-time, with no additional income, should be able to afford a specified quality or quantity of housing, food, utilities, transport, health care, and recreation. The idea behind the Living Wage is to encourage employers to raise their own rates of pay - and those of contracted staff - to at least the living wage.

The rate is based on research carried out by the Joseph Rowntree Foundation which looked at developing a formula for calculating a minimum income standard. For their purposes, a Living Wage could be defined as the level of income needed to provide an acceptable standard of living in United Kingdom (outside of London where a different living wage is set) to ensure good health, adequate child development and social inclusion.

3.2 Companies delivering on public contracts need to demonstrate that the International labour standards, set by European Union and the International Labour Organisation are being respected, demonstrating compliance with employment, equality and health and safety law, including human rights standards. All of these measures demonstrate positive approaches towards fair working practices.

3.3 Providing descriptions of the positive measures that demonstrate contribution towards improving the economic, social and environmental wellbeing to achieving better outcomes for everyone by putting something back in the community.

4. The following evaluation methodology can be applied where assessing fair working practices as part of the tender award criteria:

Fair work practices/workforce matters Scoring Guidance	Score
No response is provided to the question or a response is provided that is not relevant to the nature of the question or the Tenderer has confirmed that they will not promote good workforce practices in the delivery of this contract.	0
Response is partially relevant however provides limited information in relation to commitment to promote good workforce practices in the delivery of this contract.	1
Response is relevant, acceptable and whilst it broadly demonstrates the Tenderer's commitment to promote good workforce practices in the delivery of this contract it lacks detail on approach/measures/policies	2
Response is relevant and provides good information in relation to the Tenderer's commitment to promote good workforce practices in the delivery of this contract. The response is sufficiently detailed to demonstrate a good understanding of the impact of good workforce practices on the Quality of contract delivery and provides details on how these practices will be applied, monitored and refined during the contract.	3

Fair Working Practices

<p>Response is completely relevant and excellent overall, and gives a comprehensive and unambiguous account of the Tenderer's commitment to promote good workforce practices in the delivery of this contract. Response demonstrates a good understanding of the impact of good workforce practices on the Quality of contract delivery and is supported by evidence of how this commitment is embedded across the organisation, and how these practices will be applied, monitored and refined during the contract. Response may be supported by relevant case studies</p>	4
---	---