



West  
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Tracy  
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Mayor of  
West Yorkshire

## Appendix 1 - West Yorkshire **Fair Work Charter**

Thank you for your interest in being an early adopter of the new West Yorkshire **Fair Work Charter**.

The Fair Work Charter, which launches in Autumn 2023, is an important part of how we build a thriving economy where businesses of all sizes can meet their ambitions and work together to ensure the diverse people and communities of West Yorkshire contribute to, and benefit from, economic growth.

**Becoming an early adopter means your organisation will play a leading part in making that vision a reality, while gaining recognition for the many things you are doing to provide your workers with Opportunity, Security, Wellbeing, a Voice and a Fulfilling job.**

We don't expect you to tick every box. This is a journey, and the purpose of this first step is to mark and acknowledge where you are now. Once we have a delivery partner in place, they will work with you to support you take the next steps on your journey.

### **Opportunity**

We are working towards an economy where all pathways into employment are inclusive, organisations use the best recruitment practices, and all people have access to flexible working arrangements. Employers enrolling onto the Charter are required to confirm below they have taken at least **one** recognised first step in each of the following 3 areas:

- **Inclusive pathways into employment and career progression**
- **Inclusive recruitment practices**
- **Flexible working arrangements**

How does your organisation provide **inclusive pathways into employment and career progression**?

- Broadening your recruitment channels to seek out underrepresented groups (e.g., via school and community outreach programmes, such as the LEP's Schools Partnership Team)
- Using apprenticeships, paid internships, or work experience to widen access to employment opportunities (e.g. Change the Race Ratio and LEP support for taking on an apprentice)
- Using methods such as mentoring, coaching, skills training and development to diversify the pipeline into leadership roles for current staff



- Actively supporting relevant campaigns and voluntary standards and/or seeking support from relevant external bodies (e.g. Disability Confident scheme accreditation (or equivalent); supporting the Ban the Box campaign (removing criminal record tick boxes from application forms); signing the Armed Forces Covenant)

How does your organisation demonstrate **inclusive recruitment practices**?

- Using anonymised/name-blind recruitment procedures to ensure that candidates are judged on merit and not on their background, race or gender
- Using Positive Action measures to help people from under-represented groups overcome disadvantages in competing with other applicants
- Actively supporting relevant campaigns and voluntary standards and/or seeking support from relevant external bodies

How does your organisation offer **flexible working arrangements** to staff?

- Flexibility in where they work – e.g. agile working, working from home, hybrid working
- Flexibility in when they work – e.g. flexible start and finish times, compressed hours, adopting relevant schemes such as the Carer's Passport scheme
- Flexibility in how much they work – e.g., part-time, job shares, unpaid leave

## Security

We are working towards an economy where all organisations go beyond legal minimums to pay staff at least the real Living Wage and maintain working conditions that provide security and dignity to all workers. Employers enrolling onto the Charter are required to confirm below they have taken at least one recognised first step in each of the following 3 areas:

- **Fair pay and working hours**
- **Secure contracts and conditions**
- **Safe working environments**

How does your organisation provide **fair pay and working hours**?

- Increasing the proportion of employees, apprentices or contractors paid at least the real Living Wage over time
- For organisations with over 250 employees] Identifying, reporting and addressing ethnicity and/or disability pay gaps, alongside the gender and executive pay gap reporting required by law

- Increasing the provision, duration or replacement income rate of sick pay
- Providing clarity and good notice of working times to aid household planning
- Offering workers a guaranteed minimum number of hours per week

How does your organisation provide **secure contracts and conditions**?

- Reducing forms of insecure employment (except where specifically requested by workers/applicants), such as payment by task/minute, zero hours, temporary/self employed/agency where roles can be made permanent
- Using procurement and purchasing power to minimise the use of unnecessary forms of insecure employment in the delivery of services through contractors

How does your organisation ensure **safe working environments**?

- Ensuring accessible, trusted and responsive processes for dealing with employee grievances and disciplinary issues
- Actively supporting initiatives and campaigns that promote safe working environments, free from violence, bullying, discrimination, harassment and victimisation (such as the West Yorkshire Health and Care Partnership's Root Out Racism campaign)

## **Wellbeing**

We are working towards an economy where work helps all people to live healthy and happy lives, while contributing to the increased productivity of their employer. Employers enrolling onto the Charter are required to confirm below they have taken at least one recognised first step in each of the following 3 areas:

- **Fostering good physical and mental health**
- **Support for wider aspects of wellbeing**

How does your organisation **foster good physical and mental health**?

- Providing access to relevant occupational health services that prevent illness and/or boost physical and mental health,
- Providing staff training to increase awareness of how to improve physical and mental health, and reduce any stigma
- Promoting active travel and/or practical action to reduce sedentary working habits

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How does your organisation **support wider aspects of wellbeing**?

- Providing resources and support to help with money management and future planning (e.g. by working with the Money and Pensions Service)
- Promoting and signposting employees to relevant local support services and organisations (e.g. Citizens Advice, credit unions)
- Providing other financial benefits to help with the cost of living (e.g., personal loans, cycle to work schemes, specialist financial planning advice, season ticket / travel card loans etc.)

### **Employee Voice**

We are working towards an economy where all workers are empowered to contribute towards the success of their employer through positive relationships and effective communication. Employers enrolling onto the Charter are required to confirm below they have taken at least one recognised first step in each of the following 3 areas:

- **Consultation and engagement**
- **Recognition and support for trade unions, where requested by workers**

How does your organisation **consult and engage** with workers?\*

- Involving staff throughout the business in decision-making and managing change through effective engagement, consultation, communication
- Ensuring clear and effective mechanisms for responding to the views, ideas and concerns of staff
- Using surveys or other methods to regularly monitor the views, ideas and concerns of staff
- Actively seeking and considering the specific views of diverse groups and people with protected characteristics within the workforce (e.g. via supporting staff networks)

How does your organisation **recognise and support trade unions, where requested by workers?**

- Using induction, training and/or other activities to raise awareness of the opportunity to join a trade union or professional association
- Recognising and implementing collective bargaining agreements on pay and working conditions
- Providing time and facilities for trade union duties, training and activities

### **Fulfilment**

We are working towards an economy where work provides all people with the opportunity to learn, develop and meaningfully connect to a purpose that resonates with them. Employers enrolling onto the Charter are required to confirm below they have taken at least one recognised first step in each of the following 3 areas:

- **Learning and development**
- **People management**
- **Supporting communities and good causes**

How does your organisation promote **learning and development** of staff?

- Providing continuous learning and skills development opportunities for all staff
- Using training and development activities to make the organisation more inclusive (e.g. Equality, Diversity & Inclusion training, English courses, digital literacy, inclusive leadership and management courses, reverse mentoring)

How does your organisation provide effective **people management**?

- Using regular one-to-one conversations between staff and managers/supervisors, to ensure that (i) Staff feel they belong, are invested in, and developed; (ii) There are opportunities to discuss wider workplace issues (e.g. mental health), and the distinctive needs of the worker
- Providing training for all leaders, managers and supervisors in relevant aspects of people management including leadership development and line management

How does your organisation **support communities and good causes**?

- Considering requests from staff which enable their participation in civil society, such as volunteering; time and facilities for prayer/rituals; recognition and time off for religious holidays and festivals
- Providing funding, expertise and/or other in-kind support to charities and third sector organisations
- Using procurement and purchasing power to support local social enterprises and third sector organisations



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