

Inverness Tool Library

Fair Work First Statement

Ratified by the Board: 20/11/25



### Introduction

The Scottish Government is asking employers to adopt fair working practices. This statement was developed with employees of Inverness Tool Library.

Inverness Tool Library is committed to advancing the Fair Work criteria within its capacity as a small charity by providing an environment that values diversity, equality and inclusion with its workforce and seeks to provide a positive employee experience.

### Workers' voice

Inverness Tool Library has internal structures for engaging in dialogue with its employees. These structures include:

- Employees are offered a monthly one-to-one line management meeting with a trustee
- Employees can attend board meetings where they have a voice without voting rights
- Employees and volunteers meet with trustees at the quarterly whole organisation team meeting to share information, discuss issues, listen to ideas
- Employees, volunteers and trustees can email the Chair

### Workers' Pay

Inverness Tool Library is committed to paying its employees and contracted staff at least the real living wage (currently £13.45), and uses the Highland Council Pay and Grading Structure (as negotiated annually between CoSLA and Trades Unions for Local Government Employees) to set employee wage grades.

The current level for Inverness Tool Library's employees is set at Grade 4, Spinal Point 18 (Currently £14.93) this is for a coordinator level position.

### Workforce development

Inverness Tool Library support local employability and encourage its volunteers to apply for positions when advertised. We offer flexible and where possible family friendly working practices for all workers.

- Employees and volunteers are given an induction and initial training in the library's systems
- Volunteers are encouraged to skill-share to build knowledge and use of tools
- Further training is available to employees and volunteers, as need and opportunities arise
- Employees are given training as require to undertake the position for which they are employed.
- Trustees are given an induction and training to undertake the duties of a trustee and any additional position on the board
- We support employees to follow organisational procedures and practice as outlined in its policies and codes of conduct

**Policy ratified by board of trustees on: 20/11/25**



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**Clare Matysova, Board Member**



**John Grocott, Worker representing employees**