




THE CRAFTHUB SCIO	
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Guidance and References

The Craffhub are members of and guided by Third Sector Interface organisations such as VAO, Social Enterprise Scotland and SCVO

Advice for policy documents is referenced from professional bodies

OSCR <https://www.oscr.org.uk/>

ACAS <https://www.acas.org.uk/>

Health & Safety advice is taken from HSE

<https://www.hse.gov.uk/>

Participation

We are a small close-knit team that includes Trustees, Staff, Volunteers & Members.

Involvement of all team members in The Craffhub decision-making process enables everyone to feel involved, enhances commitment, enjoyment and contributes positive benefits to the organisation operations which in turn benefit the whole community.

Consultation involves a free exchange of information between trustees, volunteers and staff giving employees an opportunity to express views, and taking those views into account before making decisions on health & safety and operational issues and anything else that they may wish to discuss .

Communication

Open – Transparent – Caring – Supportive

Trustees - The Craffhub has regular scheduled trustee meetings we try to have a meeting once a month, This is usually by Zoom due to split geographical locations restricted by ferry times. Additional ad-hoc meetings will occur if there are time critical issues e.g. funding deadlines, changes in legislation.

Members – We provide regular member updates relating to our activities via social media, emails to members list and the AGM

Team members – staff and volunteers - All team members, when they start with The Craffhub will have an induction that covers their responsibilities. Important operational policies including health & safety will be explained. Staff and volunteers will be advised who to go to if help is needed or if they have a query or personal issues that they wish to discuss.

Appropriate contact details will be given at induction.

As a close-knit small team we speak to each other on a day to day basis and everyone involved in the organisation is free to contact a Trustee either face to face, by email or phone

at any time. We want to encourage a supportive and caring workplace that is inclusive and where people feel safe, enjoy working for The Craffhub and can express their views without discrimination.

See Policy 005 - Equality, Diversity and Inclusion

Communication with volunteers and staff can also take place as a briefing session for example if there is a new procedure to follow or training to be given.

Consultation about particular matters

Ensures that

- relevant information about any matter is shared with workers
- That workers be given a reasonable opportunity
 - To express their views and to raise work health or safety issues in relation to any matter
 - To contribute to the decision-making process relating to any matter
- That the views of the workers are considered
- That the workers consulted are advised of the outcome of the consultation in a timely manner
- Any changes to operational procedures are monitored to make sure that they are working as expected and everyone is encouraged to provide feedback.

Working Relationships

We belong to several member organisations that complement our ethos and we actively seek out mutually beneficial partnerships.

We insist on honesty, integrity and fairness in all aspects of our business and seek to build relationships and work with others sharing the same values.

The Craffhub will conduct its business as a responsible organisation and take constructive interest in community matters which may or may not directly relate to the business.

Signed

Name and Position

Date