

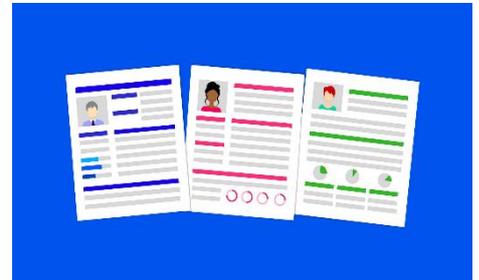
## Employing a Member of Staff

This information sheet is designed to offer step by step guidance for small community groups or voluntary organisations who are becoming employers for the first time.

It aims to inform you of what you need to do before you start recruiting, the recruitment process and key issues that should be addressed.

### Before you become an employer you need to:

1. Set yourself up as an employer with HM Revenue and Customs (HMRC): you must deduct your new employees' tax and National Insurance contributions from their salary and pay this money to HMRC under PAYE. You must also ensure you are aware of your legal responsibilities for the payment of taxes.
2. Produce a written statement of the terms and conditions of employment (see below for what to include).
3. Decide how you will advertise the post, and relevant timescales for returned application forms, shortlisting and interviews.
4. Prepare the job description, personal specification, application forms, interview questions and decide on the interview panel. Decide how you are going to score the answers. Also, consider whether the applicants are going to take a test or prepare a presentation.
5. Decide how the member of staff will be managed and who will carry out the induction process.
6. Ensure you have the following policies in place:
  - Health and safety policy, plus relevant risk assessments
  - Disciplinary and grievance procedure which complies with statutory minimum requirements
  - Equality and diversity policy and procedures



### The Recruitment Process

#### Writing a job description and personal specification

The job description should include job title, salary, whether the job is part-time, temporary or fixed term, the location, hours, responsibilities and duties. The personal specification should identify the qualities and skills needed for the job. It is important that there is a direct and precise connection between the person specification and the job description.

## **Advertising the role**

As with the job description, the job advert should include job title, salary, whether the job is part-time, temporary or fixed term. It should detail any necessary requirements, such as qualifications or skills. It must state whether the job requires a Disclosure and Barring Service check. It is important to decide where to put the adverts, for example in local papers, the Job Centre, recruitment websites, and ensure you're clear about the timescales for applications shortlisting and interviews.

## **Designing an application form**

When designing an application form, think about the information you need to know. The main areas are:

- Education history
- Employment history
- Personal statement
- Contact details for a minimum of one referee.

Remember that unsuccessful application forms should be shredded after 6 months.

You should not ask any medical questions on the application form as an unsuccessful candidate could claim that you have discriminated against them because of a medical condition or disability. However, you may suggest to people that if they are invited to interview that they should advise you if they have any special needs for which you need to make an adjustment, such as provision for an interpreter if they are deaf.

## **Returned applications**

Within your organisation, someone should be appointed to whom the applications will be returned. This identified person should remove the front cover (containing the applicant's name, address and date of birth) and the applications should be numbered; this is to avoid claims of discrimination.

## **Shortlisting**

The shortlisting panel should be formed from a range of people who have the appropriate skills and knowledge. The ideal number is three. The panel should judge the application forms against personal specification and job description. Everyone within the organisation involved in recruitment needs to be aware that the application form is strictly private and confidential and is seen on a need to know basis.

## **Interviewing**

The interview panel should be the same as the shortlisting panel for consistency. Interviews need a planned timescale. They need to take place in a room where there will be no disturbances and the candidate must be made to feel comfortable.

## **Selection and appointment**

The decision to appoint should be based on the candidate's relative qualifications, skills, abilities and experiences. When a candidate has been selected, they should be contacted immediately and offered the post, subject to references.

The successful candidate must confirm their acceptance of the post in writing, and the unsuccessful candidates must be notified. Be prepared to give feedback and be aware that candidates are entitled by law to see your notes.

## **Induction and supervising**

When the new employee starts their job, they must have an identified person to report to. Someone should take responsibility for settling them in during their first week.

## **The employment contract**

The following details must be included in the written statement:

- the employer's and employee's name and address
- the job title or a brief job description
- the date employment began
- the place/location of work
- the amount of pay and the interval between payments
- hours of work
- holiday pay entitlement
- sick pay arrangements
- pension arrangements
- notice periods
- where the employment is not permanent, the period it is expected to cover
- where the employment is for a fixed term, the date when it is to end
- grievance and appeal arrangements
- disciplinary rules and any disciplinary or dismissal procedures (as a minimum these should comply with the statutory procedures)
- any collective agreements which directly affect the terms and conditions
- where the person is required to work outside the UK for more than one month: the period they are to do so; the currency in which salary will be paid; any additional remuneration payable by reason of working outside the UK; and any terms and conditions relating to his/her return to the UK.

In addition to the written statement, the contract of employment may also include the terms set out in the offer letter, the advertisement, plus any subsequent agreed changes to the job description.

## **Further preparation**

The following are examples of subjects or issues on which you may need to develop rules or policies to deal with when employing a worker:

## **Absence**

- Whom should employees notify when they are absent from work?
- When should notification take place?
- When is a self-certificate sufficient?
- When will a doctor's certificate be necessary?

## **Health and safety**

- Are employees aware of the importance of health and safety rules?
- Are there special hazards?
- Is alcohol prohibited?

## **Standard of work performance**

- Have agreed performance standards been established?
- Are employees aware of required standards?
- Does performance measure up to agreed standards?
- Are standards reasonable?
- Is adequate training provided? Discipline and Grievance
- What happens when there is an act of misconduct?
- Are there stages of disciplinary action?
- Is there an appeals process? Clothing
- Is there a dress code?
- Will employees need special clothes?
- Will they be provided by the employer?
- Who will be responsible for cleaning?

## **Changes of circumstances**

- Who should be informed of changes in personal circumstances such as marriage or change of address?

## **Use of company facilities**

- Are private telephone calls or private use of company computer facilities (Internet/email) permitted?
- Are employees allowed to be on company premises outside work hours?

## **Timekeeping**

- Are employees required to 'clock' in or keep a record of their own working hours?

## **Holidays**

- Do employees have to take holiday at specific times (for example, summer shutdown, between Christmas and New Year)?

## Out of pocket expenses

- Are employees entitled to out of pocket expenses for travel or accommodation if it is required?

## Employing people who are not UK residents

- Are you employing people who are not UK residents? If so, you must check that the people you recruit have the appropriate rights and correct documentation.

These are all relevant issues that could arise when you have a worker in post and they are points that you need to be aware of.

If you need any further advice or support about employing a worker, or you would like help in preparing your documentation, please contact Community First Yorkshire telephone 01904 704177 email [info@communityfirstyorkshire.org.uk](mailto:info@communityfirstyorkshire.org.uk) to find out more about our Employment Advice Service (EAS).

(Note: part of our EAS service offer is chargeable)

For more information:

**HMRC:** [www.gov.uk/government/organisations/hm-revenue-customs](http://www.gov.uk/government/organisations/hm-revenue-customs)

**Acas (Employment Relations):** [www.acas.org.uk](http://www.acas.org.uk)

**Disclosure and Barring Service:** [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

Updated 11/11/2020