

Employing a Worker

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.

What do you need to do before you become an employer?

1) Set yourself up as an employer with the Inland Revenue

You must deduct your new employees tax and National Insurance contributions from his/her salary and pay this money to the Inland Revenue 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) Useful policies that you should have in place, include:

- Health and safety policy, plus risk assessment if required
- Disciplinary and grievance procedure which comply with statutory minimum requirements
- Equality and diversity policy and procedures

The recruitment process:

1) Writing a job description and personal specification:

The job description should include job title, salary, whether the job is part –time, temporary, fixed term etc, 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.

① VODA can help you to prepare a job description and person specification.

2) Advertising the job:

The job advert should include job title, salary, whether the job is part –time, temporary, fixed term etc. It should detail any necessary requirements, such as qualifications or skills. It must state whether the job requires CRB checks. It is important to decide where to put the adverts, local paper, job centre etc and the timescales for applications, shortlisting and interviews

3) Designing an application form:

What do you need to know?

The main areas are:

- Education history
- Employment history
- Personal statement
- Contact details for 2 referees

Do not include dates as this may lead to claims of age discrimination. Remember that unsuccessful application forms should be shredded after 4 months.

① VODA has a template application form that can be used by groups.

4) Returned applications

A person should be appointed to whom the applications will be returned. This identified person should remove the front cover (personal details) and the applications should be numbered; this is in compliance with Equal Opportunities procedures.

5) 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.

The organisation needs to be aware that the application form is strictly private and confidential and is seen on a need to know basis.

6) 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.

7) Selection and appointment

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

The successful candidate must confirm his/her 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 to see your notes.

8) 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 he/she is 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 also includes 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, if questions arise:

- **Absence**
Whom should employees notify when they are absent from work?
When should notification take place?
When is a medical 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?

Are there non-smoking areas?
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?
Are exceptions made in special circumstances?
- **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?
- **Marriage, change of address**
Who should be informed of such changes in personal circumstances?
- **Use of company facilities**
Are private telephone calls or private use of company computer facilities (eg internet/email) permitted?
Are employees allowed to be on company premises outside work hours?
- **Timekeeping**
Are employees required to 'clock' in?
- **Holidays**
Do employees have to take holiday at specific times - eg 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?
- Immigrant workers
Are you employing people who are not UK residents? 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.

Support from VODA:

If you need any further advice or support about employing a worker, or you would like help in preparing your documentation, please contact VODA.

VODA also runs a number of training days a year for the Voluntary and Community Sector, on a range of topics, including organisational and management issues.

For further information about recruiting and employing a worker, view these resources:

- ① The Good Employment Guide for the Voluntary Sector by Wendy Ranken (NCVO publication)
- ① Acas: www.acas.org.uk or tel: 08457 47 47 47
- ① The Department of Trade and Industry: www.dti.gov.uk
- ① Business Link: www.businesslink.gov.uk

- ① HM Revenue and Customs (Inland Revenue): <http://www.hmrc.gov.uk/>
- ① Employing migrant workers: www.employingmigrantworkers.org.uk
- ① Criminal Records Bureau: www.crb.gov.uk

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North Tyneside VODA
The Shiremoor Centre
Earsdon Road
Shiremoor
NE27 OHJ
0191 200 8555 (voice)
0191 200 8556 (fax)

development@voda.org.uk
www.voda.org.uk
Charity number 1075060
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