

Preparing to Employ a Worker!



All information on this information sheet has been adapted from: The Skild Tools for Development Workers – Toolkit: Getting Ready for Paid Staff. If you would prefer our Development Team to provide a workshop for your group using the original toolkit, please contact Wigan & Leigh CVS on 01942 514 234.

- Deciding to take on paid staff is a big step for small groups that are looking to grow and develop.
- Groups often wrongly assume that when paid staff are recruited things for them as group members will get easier.
- Individual group members can make assumptions about how paid staff will be managed that others may not agree with.

Where Can I get Help?

ACAS have a website and helpline for specific help and advice on good practice in being good employers.

- Helpline: 08457 47 47 47 Website: www.acas.org.uk

We're Thinking of Employing a Worker - What do I need to consider?

????? Has your group considered...

Paid staff will need some tools to do the job

- Office space
- A desk and somewhere to sit



- A phone and answerphone
- A computer and printer
- Other relevant resources they will need
- Kitchen/Toilet facilities

Paid staff need an up-to-date employment contract

- Who will ensure it is up to date?
- How will you review the terms and conditions?
- Who will sign and keep copies of employment contracts?
- Is there a clear disciplinary and grievance procedure?
- How will staff be involved in updating contracts?

Paid staff need to receive regular line management

- Who will provide monthly / six weekly one-to-one supervision?
- Who will be available for ongoing support?
- Will they need a mentor?
- Will they need specialist external supervision?
- How will we assess and review training needs?
- How will we implement an appraisal system?

Managing staff holidays

- How many days holiday will paid staff get?
- Who will they need to ask for permission to take holiday?
- How many bank holidays will part-time staff who don't work on Mondays take?
- How will you deal with requests for unpaid leave and other time off?
- Who provides cover when staff are on leave?

Managing worker absence

- Who will paid staff inform if they are off sick?
- How will you monitor patterns of sickness?
- Who will provide emergency cover during times of sickness?



- How will you pay sick pay?
- How will you address more serious problems of staff sickness?

What will happen if or when the funding ends?

- Is there a clear plan for the future?
- Have you considered how you will pay workers in the long term?
- Do you know the rules about redundancy payments?
- How will you make sure there are sufficient reserves to pay redundancy?

The implications of paying salaries

- Who will be responsible for National Insurance and tax?
- What about provision of a pension?
- Will we give an annual pay rise?
- Will we tie pay to performance?
- How do we ensure we pay staff a competitive rate for their work?

Health and safety matters

- Are there any specific considerations (like lone working) we need to think about?
- Do we need a written health and safety policy / risk assessment?
- Will we need to check paid staff for criminal records?
- How do we ensure staff don't get burnt out and maintain a healthy work / home life balance?
- How do we review health and safety measures regularly?

Monitoring and reporting

- How do we want staff to report their work to us?
- What format do we want reports in?
- Do we want paid staff to attend all our committee meetings?
- Are there clear targets for staff to work towards?
- How will we deal with poor performance if it arises?

Budgets and finances

- Have we budgeted for recruitment costs?
- How will staff claim expenses?
- Is there a learning and development budget for staff?
- Will there be sufficient cash flow each month to pay salaries
- Do we have sufficient insurance cover?

How we will be fair to our staff

- How will we ensure we keep up to date with equal opportunities legislation?
- Will our recruitment process be fair to everyone?
- Are we prepared to support staff with extra support needs?
- How will we ensure we don't employ staff that are ineligible to work in the UK?
- Do we actually want the best person for the job?
- Will our management systems, procedures and policies be clear, fair and consistent?

The induction process

- Do we have a clear plan to induct new staff?
- Can we explain the big picture about the work and our organisations?
- Are we clear about how we want staff to do their jobs?
- How will we create a working relationship based on trust and co-operation?

Other stuff

- Are we putting all the responsibility on to paid staff?
- Will we have system of union / employee representation when needed?
- How do we consider the law about flexible working?
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