

# An introduction to Employing Paid Workers

**There are a number of legal obligations on groups that employ people and the law is constantly changing. Check before you take action! Before employing workers (or making funding bids to do so), groups should find answers to the following questions:**

- what job needs doing?
- what tasks are involved in detail?
- what knowledge, skills and experience are needed?
- what salary is needed?
- is the salary fixed or with increases (increments)? (local government scales can be helpful)
- is the job fixed term or a permanent contract?
- what other terms and conditions will apply, e.g. place of work, holiday, sick leave, redundancy entitlement, grievance and disciplinary rules? Additional statutory regulations for employees such as maternity, parental, paternity and adoption rights
- what are the associated costs, e.g. 'on-costs' like employer's national insurance and pension (about 15% in total) and 'overheads' like premises, insurance, travel, training, sickness/maternity cover, redundancy?
- who will provide administration and financial support including calculating wages?
- who is going to manage the worker and how?
- are there policies or guidelines you want the worker to follow, e.g. equal opportunities, respect for users?

**BE ABSOLUTELY CLEAR WHO THE LEGAL EMPLOYER IS!** It will usually be the Management Committee of the voluntary group unless the worker is seconded (placed) by another agency. Remember ALL the committee members will have liability and be responsible if any employment or other laws are broken.

**SO FIND OUT ABOUT RACE, SEX AND DISABILITY DISCRIMINATION LAWS. BE AWARE OF HEALTH AND SAFETY ACTS AND INLAND REVENUE DUTIES.** There are also guidelines on checking immigration status.

You will see that employing workers is a complicated process and should not be rushed into! And when a

worker leaves, check all the above and decide if anything needs changing. Be aware of employment law and benefits amendments implemented by government that often change annually,

Writing down what is agreed as the group goes along will help produce:

- Job Description (what the job is)
- Person Specification (what sort of person the group wants)
- Terms and Conditions (part of contract of employment)

**See our KnowledgeBank Guide about recruitment and selection procedures for more information.**

This fact sheet is one of a series of fact sheets produced by High Peak CVS. **They can all be downloaded from our website [www.highpeakcvs.org.uk/how](http://www.highpeakcvs.org.uk/how)**

*High Peak CVS works to ensure that local voluntary and community groups can access as much support, advice and information as possible. We help groups in many different areas, such as funding, charity registration, practical services including printing, training and links to training and with legal issues. We have resources, including a meeting room, computers and OHP for use by groups.*

**To find out how we can help your group, please contact us on 01663 735 350 or email [hello@highpeakcvs.org.uk](mailto:hello@highpeakcvs.org.uk)**



**KnowledgeBank Guides are written by High Peak CVS, for use by voluntary and community groups across the High Peak.**

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