**Human Resources information and guidance - top ten tips**

**Fact Sheet Sheets for PCCs**

Welcome to the Diocese of Sheffield’s series of Human Resources information sheets. Each has some top tips for PCCs to help you navigate a variety of employment related issues and frequently asked questions. We hope this series of resources will help you build confidence managing the practicalities, and what can sometimes be tricky employment scenarios. Each fact sheet is a word document so you can cut and paste to suit your needs. If you get stuck please do get in touch my contact details are at the bottom of the page.

Attached is the fact sheet that relates to the issue you have been in touch with, it comes with:

* Top ten tips on general practical advice and guidance
* A draft PCC policy and/or some additional links for more information/resource.

There are others in this series of fact sheets detailed below which can build into an overarching PCC employment handbook, so do be in touch if any others would be of interest to you.

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|  | **Our problem/issue/question is……** |
| 1 | How do we recruit a new employee? What does the PCC need to be aware of and do? |
| 2 | Can we pay for a self employed person rather than employ them directly ? |
| 3 | Can we specifically employ a person who is Christian? |
| 4 | What happens if there are performance/capability issues? |
| 5 | We are confused about how much holiday someone should have? |
| 6 | We have someone off sick and we are not sure how to manage this? |
| 7 | We may have to look at redundancy/redundancies – what should we do? |
| 8 | What happens when someone raises a concern or complaint against the PCC or a colleague? |
| 9 | We may have a disciplinary issue, is it serious enough to dismiss someone? |
| 10 | Someone is leaving us, it is unexpected and we want to know if we could have done better. How can we safely do that? |

We aim to add others to this resource list. If what you are looking for isn’t on the list let us know!

With best wishes

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