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

**Fact Sheet One: Recruitment advice for PCCs**

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| **How do we recruit a new employee? What does the PCC need to be aware of and do?** |
| Tip one | Promote yourselves! You’ll be a great employer and you have some wonderful opportunities for people to come and join you, but you have some key responsibilities too. Employment law and good practice really do apply to church employees! |
| Tip two | Do your homework! Be aware that there are a few steps to consider before you employ anyone. A good starting question is - What do we want the role to achieve? Use the attached template to help you capture your ideas. |
| Tip three | Check your budget! Work out what your overall budget will be from the start. Is this an ongoing or one off or other fixed term budget? Are you applying for a grant, what are the terms of/reporting against any application? |
| Tip four | Be realistic! Once you are clear about your aspirations for the role are, and your budget you will need to work out what salary and benefits you are able offer to attract the right person? Do you need to match a salary from another sector eg education/teacher? |
| Tip five | Don’t forget `hidden costs’! Tax, national insurance, pension, IT, training costs and expenses, are oft forgotten `hidden’ costs and easily overlooked when planning. Factor these in from the outset as all this will affect the realistic hours/days you can afford. |
| Tip six | Check for any Safer Recruitment requirements. Any role that works with children or vulnerable adults needs to be recruited to through the Church of England national requirements and guidance and a DBS may need to be sought as part of that. <https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance/safer> |
| Tip seven | Be generous! There are statutory provisions for annual leave, sick pay, and other rights. If you can afford a bit more than the statutory threshold you’ll start to build a bank of benefits that will help you attract a wider pool of applicants. |
| Tip eight  | Be flexible! These days there are some great flexible ways that people can work that will really benefit you and them. Hybrid working (a mix of home and office); home working, term time only, part time, job share, annualised hours.  |
| Tip nine  | Check your documents! Any role requires a Job Description & Person Specification however simple; a PCC approved Employment Handbook or if you don’t have one yet that ACAS provisions will apply to an employment matter; the terms of the appointment.See appendix one and that will help in putting the contract together. |
| Tip ten | Have a delegated PCC group! This group will have responsibility for employment matters even if you have just one employee. This is a great tip as this group will deal with any issues of recruitment, performance, salary and appraisal review, redundancy etc |
| **Information sheet one - additional links and more information/resource.** |
| **Safer Recruitment national church guidance** | <https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance> |
| **Statutory minimums** | Annual leave 5.6 weeks (inclusive of bank holidays for full and all part time employees) <https://www.gov.uk/holiday-entitlement-rights>Statutory maternity, paternity, parental, and adoption rights<https://www.gov.uk/government/publications/family-friendly-policies-actions-for-employers>Statutory sick pay<https://www.gov.uk/statutory-sick-pay>National minimum wage (depends on age)<https://www.gov.uk/national-minimum-wage-rates> |
| **Checking employed and self employed status** | You can’t just decide to pay someone on an invoice because they say they are self employed or because you don’t want to set up a payroll!This test will help you navigate the right status. *(See also our HR diocesan information sheet two – employed and self employed contracts).* <https://www.gov.uk/government/collections/employed-or-self-employed> |
| **Setting up a payroll** | <https://www.gov.uk/paye-for-employers/setting-up-payroll> |
| **ACAS** | <https://www.acas.org.uk/><https://www.acas.org.uk/templates>Key policies include:* Grievance, Discipline
* Appeals
* Health and Safety
 |
| **Pension provision**  | You must offer a workplace pension if you are paying over £10,000 and your new recruit is over 22yrs old.<https://www.gov.uk/workplace-pensions/joining-a-workplace-pension> |
| **Attachments** **appendices** | 1. Checklist for a contract of employment
2. Draft PCC policy
3. Draft template for a job description and person specification
4. Draft minute for a PCC agreement to employ
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| **Other information sheets in this series that may be helpful**  | If you would like HR advice on a standard contract of employment for your employee – please complete appendix one and attach this and the job description and get in touch Gemma.Armstrong@sheffield.anglican.org |

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| **Appendix 1 Checklist for employment contract - try and complete each section this will help you set the clear terms for your post. This can also be used as the basis for an Offer Letter – do get in touch for more advice.** Gemma.Armstrong@sheffield.anglican.org |

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| **Name of the post** |  |
| **When is your new person starting** (if you haven’t appointed yet that is fine, you can use the template that will be provided and add the details later, if you know who it is add their name and start date here).**Have they worked for you before YES/NO**(if yes what were the start and end dates) |  |
| **Is it full time or part time (what hours/days?)** |  |
| **Is it a permanent post or fixed term (what length/end date?)** |  |
| **What salary are you offering?****If the post reaches the pension threshold do you have a pension set up yet? YES/NO****What are the employee and employer contribution rates?** |  |
| **Where will the role be based (or if its working from home or a mix of office/home please state here)** |  |
| **Does the role work with children / vulnerable adults YES/NO****If yes - have you followed safer recruitment guidance for this post? Is there a DBS requirement?** |  |
| **How long would you like your probation period to be ?**  |  |
| **How much annual leave are you offering?**This can be the statutory minimum or you can offer more! |  |
| **Do you have an Employment Handbook already ? If not don’t worry the contract will refer to ACAS guidance and a range of suggested diocesan employment policies for you.** |  |
| **What would you like your notice period to be for this post?**(It can be the statutory minimum or longer depending on the nature of the post) |  |

**Appendix 2 Draft PCC Policy**

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| **PCC policy – Employment policy and practice – LOGO of parish** |

**Scope**

1. This policy applies to paid employees only. It does not relate to any volunteers in a parish role.

**Background and introduction**

1. The PCC has clear legal responsibilities, both in terms of employment law, and general employment/HR good practice. Additionally, our Christian ethos and identity requires us to ensure that we support and approach all our responsibilities with distinctive quality pastoral care and sensitivity, and our work and that of others, with a true sense of vocation.
2. The PCC commits to working to ensure that all our employment responsibilities are applied fairly, equitably and consistently: avoiding discriminatory acts or attitudes of any kind.
3. The PCC will ensure that it has adequate Employee Liability Insurance provision.
4. The PCC complies with all GDPR/data security provisions.
5. The PCC will ensure it complies with its Health and Safety responsibilities for employees.
6. The PCC will apply a genuine Occupational Requirement as set out under The Equality Act (2010) provisions to a post where it can specifically legally appoint a person who is a practicing Christian to a role.
7. The PCC is committed to a safe working experience and will not tolerate bullying, harassment, or inappropriate conduct towards any employee.

**Safer recruitment**

1. For any role that has responsibilities for children, young people, or vulnerable adults the PCC commits to the Church of England national Safer Recruitment and People Management practice guidance.
2. All members of an interview panel for a role working with Children, young people, or vulnerable adults will have completed national church Safer Recruitment online training (and records kept with the Parish Safeguarding Officer).

**Terms and conditions**

1. The PCC will set out the individual employee’s contractual arrangements in an initial Offer Letter which will be followed up with a Statement of Main Terms of Employment. This will include a copy of the role description and person specification, all payroll and pension provisions, annual leave entitlements, and other benefits/rights and wider information as appropriate.
2. The PCC will ensure that at least the national minimum wage and all statutory benefits are applied to a role.
3. Where an employment handbook or policy may be missing or in need of updating, the PCC commits to follow government/ACAS guidance.

**Probationary and induction periods**

1. For any post the PCC reserves the right not to apply the full contractual capability and disciplinary procedures during a probationary period or any extension to it. In addition the PCC reserves the right to terminate the employment at any time during the probationary period giving one week’s notice which may be, either worked, or paid in lieu.
2. In order for an induction period to be signed off an employee will be required to evidence they have completed (or refreshed) any appropriate training as set out in the details for the role (eg Safeguarding, H&S, GDPR etc).

 **Governance and PCC responsibilities**

1. The PCC may from time to time review its employment practices.
2. The PCC may appoint or delegate certain employment oversight, projects or developments for recommendation etc to a small working group/standing committee to oversee practical issues and to report back to the wider PCC.

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| **Policy version** | Version one |
| **Approved by the PCC on (date)****Date for renewal of policy**  |  |
| **Signed by (name)****Print Name****Role**  |  |

**Appendix 3 Draft PCC template job description and person specification**

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| **PCC template job description**  |

**PCC / church LOGO**

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| **Job Title** |  |
| **Salary (may also be hourly rate)** |  |
| **Status of role (permanent, fixed term etc)** |  |
| **Reporting to** |  |
| **Working alongside** |  |
| **Date of issue** |  |

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| **Background to the Post** |
| Say a little about the post here and how it has come about.If it is a time limited post due to budgets or grants received say something about this here too. |

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| **Overall Purpose of Post** |
| The overall purpose of this post is:Try and sum up the overall purposes of the post in two or three bullet points here …If you are able to apply an Occupational Requirement for this post you need to say why here….  |

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|  | **Responsibilities & Accountabilities**  | **Nature and Scope of Role**  |
| **1** | Eg: To be a supportive, proactive and approachable colleague | Eg: To take an active part in meetings; respond to calls and correspondence professionally and in a friendly and timely manner. |
| **2** | In these boxes try and group key tasks under specific elements of the role |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |

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|  | **Generic Responsibilities** |
| **7** | To ensure that all health and safety instructions are followed and that care is taken to ensure safety for self and colleagues, reporting concerns immediately |
| **8** | Adhered to the PCCs data privacy and other GPDR policies |
| **9** | To undertake as requested other duties as may reasonably be expected  |

**Person Specification**

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| **Attributes** | **Essential** (or expected to train/qualify to that standard) | **Desirable** |
| **General (examples)** | * Excellent team player, approachable, fun and supportive
* Excellent standards of customer care
* Strong verbal, reasoning and written communication skills
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| **Qualifications & Training**  | * As appropriate for the level of salary/responsibility you are seeking
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| **Experience** | * As appropriate for the level of salary/responsibility you are seeking
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| **Knowledge, skills and abilities** | * As appropriate for the level of salary/responsibility you are seeking
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| **Personal Qualities** | * Confidential and trustworthy, respectful, considerate and patient.
* A care for detail and accountability.
* Interested, invested and supportive.
* Approachable, friendly and helpful with good interpersonal skills.
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**Appendix 5 Draft PCC minute – agreement to employ**

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| **PCC policy – Employment policy and practice** |

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| At the PCC meeting on (date….) the PCC agreed to the recruitment to the post of (details here….).It was agreed that the post would be:* Full time/part time (state hours)
* Permanent/Fixed term (state dates)
* Hours/salary rate
* Payroll details eg managed by the PCC
* Subject to pension automatic enrolment (as appropriate).

The line management of the post would be (name/role)The post would be a designated home working role/hybrid home and office role/office role (details)XX (Name/s) were delegated the responsibility of finalising the job description and person specification, advertising and appointing within the provisions of the PCC Recruitment Policy.Add this sentence if appropriate.(The PCC recognised that this role would sit within the Church of England’s national House of Bishop’s requirements on Safer Recruitment and people management) |