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

**Fact Sheet Ten: PCC FAQs**

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| **Some general FAQs from PCCs** | | **and their answers!** |
| FAQ one | A member of staff is pregnant (or other family friendly, adoption, parental leave, paternity leave) what do we do? | This can be complex so its worth checking out the Gov.uk or ACAS guidance.  There is a qualifying period for each (which is how long someone has worked for you in order to be eligible for statutory benefits as a minimum).  It is worth being in touch with Gemma ([Gemma.Armstrong@sheffield.anglican.org](mailto:Gemma.Armstrong@sheffield.anglican.org)) just to talk through your situation so that you are sure you are able to offer/agree the right things. |
| FAQ two | Can we reduce someone’s hours as we can’t afford their full role now? | If an employee agrees to being redeployed into a reduced role that is fine, its good practice to give them a notice period from one role to the other. Any change should be confirmed by letter and the individual should respond to confirm they are content with the change. However if the reduction is significant this is more likely to be a potential redundancy situation and should be managed in that way if the member of staff has been with you for more than 2yrs. |
| FAQ three | When should we provide a pension? | Under pension auto enrolment the government sets out that anyone earning £10,000 a year and are 22yrs+ should be enrolled in an appropriate scheme, and the minimum contributions are 3% by the employer and 5% by the employee deducted in each payroll run. <https://www.gov.uk/workplace-pensions/joining-a-workplace-pension> |
| FAQ four | How can we stop someone using their own personal computer and phone for work purposes? | In an ideal situation the PCC would supply a laptop/phone for work purposes so these can be passed on to any future employees. Where this isn’t the case there should be clear data privacy policy and all documents should be sent encrypted and the individual should have a separate email address name of [worker@PCC.com](mailto:worker@PCC.com) so that only authorised work is sent/received.  It is NOT advisable that any phone contract is entered into by the individual but it can be put in place by the PCC. |
| FAQ five | Can we change someone’s place of work? | Yes, so long as you consult with them and the change is fair and reasonable. You may need to put in some initial support eg if the new place of work is more expensive to park or takes them longer to get there, a short period or transition/support may be a good idea. |
| FAQ six | What training do people have to do? | Everyone has to complete safeguarding training, either at basic level, or to also do Foundation or even leadership depending on their role. Other training such as safer recruitment domestic abuse etc will all be on The Safeguarding pages on the diocesan website and will set out examples for you.  Basic Health and Safety Training  You can decide if you want other things like First Aid at Work, Mental Health First Aid, GDPR as options as examples  The Parish Resources Website might also have good ideas for you:  <https://www.parishresources.org.uk/> |
| FAQ seven | Should we give everyone a mobile phone? | Not necessarily but be clear that you wont be providing a contract phone - you may have an agreement for refunding expenses, but the most cost effective where you need something is to provide a really basic pay as you go phone and top up and card every now and then. This is better than using someone’s personal phone number/handset and means if they are off or leave you can pass it over to someone else. |
| FAQ eight | Can we ask our employees to come to church on Sunday on a regular basis? | NO! There may be some specified posts where some attendance is needed; or where a role takes place at church; but otherwise no! If you have an event that you’d like staff to come along to let them know they are encouraged to and very welcome, but realise that people are entitled to worship elsewhere and their post may not actually have an occupational requirement. |
| FAQ nine | Can we positively discriminate for a post? | Not usually unless you have a very specific need. You can encourage applications from under represented groups and say this on an advert. If you have say a very specific need for a female or male member of staff and can justify this that is fine, but you must say this in the advert and the reason. But do think about diversity generally, as encouraging a diverse workplace is hugely beneficial. |
| FAQ ten | Someone from overseas has applied for our role. They have all the right qualifications and are really keen, what should we do? | There are often a number of overseas enquires for a post. Remember that a PCC is an employing body and would need to first register with the UK as you would usually need to have a sponsoring licence to recruit someone from overseas. For any applicant first check if they have a right to work in the UK and can evidence that (passport, visa etc). This can take some time and is complex. Contact the gov.uk website and the UK Visas and Immigration section. |
| FAQ eleven | Are there other policies we should be aware of -or what happens if a law or Church of England specific requirement changes? | Having a large Employment Handbook for a PCC can seem daunting when you only might be employing one person, or just a few, however having clear policies mean that everyone is mindful of good practice, employment law, and having fair processes in place. There are other things to be aware of such as flexible working requests, compassionate leave and so on, these are all covered in ACAS policies which are a great resource – and a contract of employment should state that where there isn’t a current policy, or where a PCC policy needs updating or the law changes, the ACAS provisions will apply.  If something is a requirement from the Church of England this will usually be linked to safeguarding and further advice can be sought at the time. |