Checklist – Requirements for PCCs as a New Employer and Recruiting Staff

If a PCC employs paid workers the PCC must comply with employment laws and plan for envisaged risks.

When a PCC starts to employ staff follow the guidance from HMRC: Charity staff: how to employ paid workers - GOV.UK

The guidance takes you through four steps:

1. How to find charity staff
2. Follow employment law
3. How to manage your charity's people
4. Set clear responsibilities for employees and trustees

The checklist below lists the requirements, of which some are statutory, for New Employers. The checklist has three sections and should be completed in the order that they are on the checklist:

1. What the PCC, as a new employer, must first do:
2. To recruit employees, the PCC needs to:
3. Before a new employee starts work, the PCC must:

All requirements are statutory and are briefly described. links are provided to further guidance and resources such as templates and checklists.

The information was sourced primarily from statutory body websites and charity websites - HMRC, ICO, ACAS, DBS Check Online, Parish Resources, Sheffield Diocese HR and CharityConnect.

What the PCC, as a new employer, must first do:

Order	Task	Y/N/NA	Links to useful resources and advice
1	**Set-up Pension Auto-enrolment** Do we need to have a workplace pension scheme? Auto-enrolment requires all UK employers, including churches, to provide their staff with a pension scheme that meets the Government standard. Eligible staff must be automatically enrolled in the pension scheme, and the employer must pay into it. Staff who do not need to be in the scheme can ask to opt in, or staff in the scheme can opt out if they prefer to use a pension scheme of their choosing.		Workplace Pension Scheme: Set up and manage a workplace pension scheme: Employers and eligible staff - GOV.UK Parish Resources 'Workplace Pensions for Church Employers' has FAQs: Workplace Pensions for Church Employers - Parish ResourcesParish Resources After the PCC has set up your workplace pension scheme and automatically enrolled your eligible staff on it you must declare your compliance online: Welcome - Declaration of compliance | The Pensions Regulator
2	**Register for PAYE** Do we need to register for PAYE? If any of your employees are paid more than £123/week, receive expenses, have another job, or receive a pension, you must register for PAYE with HMRC. If none of your employees meet the above criteria, you must keep payroll records.		Register for PAYE: register as an employer Payroll records required for employers exempt from PAYE registration: payroll records

3	**If applicable, apply for Employment Allowance**		Employment Allowance: https://www.gov.uk/claim-employment-allowance
	What is Employment Allowance and how do we apply for it?		
	If you are registered for PAYE you can apply for Employment Allowance from HMRC. The allowance is £5,000 for 24/25 and must be used against the employer's NI contributions for all staff on PAYE in a fiscal year.		
	Employment Allowance is paid yearly and runs from the start of a fiscal year. You will need to reapply every year.		
4	**Purchase Employers' Liability Insurance**		Employers' Liability Insurance: Employers' liability insurance - GOV.UK.
	Is Employers' Liability Insurance required?		
	Churches that employ staff are required by law to buy employers' liability insurance. As soon as you become an employer, you must purchase Employers Liability Insurance from an authorised insurer.		
	Your policy must cover you for at least £5 million. The insurance will help to pay compensation if an employee is injured or becomes ill while carrying out their duties.		

| 5 | **Set up Policies**

What policies do we need in place as an employer?

The PCC should consider having the following policies to cover potential risks and liabilities:
• Health & Safety
• Safeguarding
• Data Protection
• Employment Policy and Practice
• Financial Management
• Expenses
• Complaints
• Conflict of Interest | | Human Resources (HR) Toolkit for PCCs:
AllHRToolkitDocs.pdf

HR for PCCs - templates and forms:
All-templates.docx

Other templates you might find useful – letters, forms, policies, checklists:
Templates for employers \| Acas |
| 6 | **Set up procedures to support your policies**

Why do we need procedures?

New employees should be trained in using adequate procedures to ensure policies aren't breached. | | Here is a checklist for Money Handling:
Checklist-Money-Handling.docx

Other useful templates eg letters, forms, policies, checklists:
Templates for employers \| Acas |

To recruit employees, the PCC needs to:

Order	Task	Y/N/NA	Links to useful resources and advice
1	**Follow recruitment advice** The Sheffield Diocese Human Resources team has a Toolkit for PCCs. The resource provides recruitment advice and guidance and includes templates for your PCC.		Human Resources Toolkit for PCCs: AllHRToolkitDocs.pdf Recruitment Checklist: recruitment-checklist-march-2024.docx
2	**Create a Job Description and Person Specification for the role** The Sheffield Diocese Human Resources team have templates available for PCC use.		Human Resources Toolkit for PCCs: AllHRToolkitDocs.pdf HR Templates: Templates for employers | Acas
3	**Follow the steps to recruit staff** The Human Resources Toolkit and checklist briefly overview the recruitment steps.		Human Resources Toolkit for PCCs: AllHRToolkitDocs.pdf Recruitment Checklist: Recruitment checklist | Acas

4	**Advertise the vacancy**		Human Resources Toolkit for PCCs:
	Advertise the vacancy within your church, in local newsletters, on local community websites, and free online advertising sites, such as Voluntary Action Sheffield (website), Voluntary Action Rotherham (website), and Voluntary Action Doncaster (Facebook)		AllHRToolkitDocs.pdf Voluntary Action Sheffield https://www.vas.org.uk/ Voluntary Action Rotherham https://www.varotherham.org.uk/ Voluntary Action Doncaster https://www.voluntaryactiondoncaster.org.uk/
5	**Interview short-listed candidates**		Top tips for interviewers: https://www.charityconnect.co.uk/post/lessons-for-interviewers/1093
	Select interviewers to be part of an interview panel. Prepare a set of questions for all candidates. Prepare a score for each answer. Inform short-listed candidates of their interview appointment in writing. Review the interviews and scoring of questions to select the chosen person for the role. Inform the successful candidate in writing.		

Before a new employee starts work, the PCC must:

Order	Task	Y/N/NA	Links to useful resources and advice
1	**Carry out Immigration Checks** Why are immigration checks required? It is a serious offence to allow someone to work for you unless they have the right to work in the UK.		If the employee is not a British citizen or Irish National s/he will need to get a 'Share Code' to prove their status: https://www.gov.uk/view-prove-immigration-status Check someone's immigration status: use their 'Share Code': https://www.gov.uk/check-immigration-status
2	**Carry out a DBS check** What does a DBS check? A DBS check is essential if the employee is to have contact with children or vulnerable adults. The DBS certificate will contain details of both spent and unspent convictions, cautions, reprimands and warnings held on the Police National Computer, which are not subject to filtering.		To complete a DBS check: https://dbscheckonline.org.uk/?utm_source=Google&utm_medium=cpc&utm_campaign=AdWords&kw=dbs%20check&mt=p&gad_source=1&gclid=EAIaIQobChMI7ca_iuWNigMVkK5aBR00ZiyQEAAYASAAEgIXNvD_BwE
3	**Issue an Employee Contract of Employment** Is a contract of employment necessary? You must ensure the employee receives a Contract of Employment or a written statement of prescribed terms before their first day of work.		Human Resources Toolkit for PCCs: AllHRToolkitDocs.pdf Employee Contract of Employment: Templates for employers	Acas

4	**Induct the new employee to the workplace and their role**		Human Resources Toolkit for PCCs: AllHRToolkitDocs.pdf
	Why is induction important?		
	Induction welcomes newly recruited employees and supports and helps them adjust to their new roles and working environments.		Guide to Induction and Checklist for induction of new staff: Starting staff: induction induction-checklist_0.docx
	Starting a new job can be a stressful experience and new employees will need help to settle in.		