

EMPLOYING PEOPLE

To employ someone successfully, you need to begin with a clear idea of your requirements for the new hire. What will they be doing day-to-day, and what skills do they need to be successful?

Next, you must carefully follow the employment laws relating to recruitment, such as obtaining employer liability insurance and making sure your new employee has a right to work in the UK (Brexit rules apply too).

Things to think about when employing people.

1. Avoiding discrimination

When it comes to the recruitment and selection of staff it is unlawful to discriminate on the basis of a number of “protected characteristics”, including age, gender, race, religious belief or sexual orientation.

2. Registering as an employer

You will need to inform HMRC of your status as employer.

3. Employment checks

Employment checks include verifying that someone has the legal right to work in the UK and also background checks before they take up the role.

4. Deciding what to pay

Setting an employee’s salary is a delicate balance – too high and the costs outweigh the benefits of taking someone on. Set it too low and you risk not attracting the right calibre of candidate. Check your competition if it is a first hire.

5. National minimum wage

Make sure you check what the current rate is for the national minimum wage and national living wage.

6. Volunteers and voluntary workers

There are specific rules around workers of this type so please ensure you fully check them before taking them onboard.

7. Contracts of employment

You will need to provide the employee details of the job in writing with a formal contract no matter how brief.

8. Employment insurance

All employers must hold Employers' Liability insurance for cover of at least £5 million.

9. PAYE obligations

Another aspect of employing staff are your obligations under the PAYE tax system.

10. Statutory rights

You will need at least a basic understanding of pay and statutory leave entitlements, such as sick pay, holiday and maternity/paternity, adoption and parental leave.

11. Health & Safety

Under Health & Safety law, businesses have a duty of care to their employees (and indeed to anyone affected by the business, including members of the public.)

12. Pension auto-enrolment

As an employer you have to provide a workplace pension for eligible staff.

Post recruitment

Once you have made your hires remember there are an array of added things to consider when it comes to supporting your team. Here are a few to check up on.

- Staff performance
- Regular reviews
- Staff training & development
- Employer support programmes
- Workplace quality & diversity
- Staff motivation
- Trade unions
- Resolve conflict
- Staff leaving
- Organisational change

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