

Employment Resources

Employing someone

Check what you need to do to employ someone to work for you. A step-by-step guide.

<https://www.gov.uk/employ-someone>

Checking a job applicant's right to work

You must check that a job applicant is allowed to work for you in the UK before you employ them.

<https://www.gov.uk/check-job-applicant-right-to-work?step-by-step-nav=47bcd4c-9df9-48ff-b1ad-2381ca819464>

Information Commissioner's Office (ICO)

Under the Data Protection (Charges and Information) Regulations 2018, individuals and organisations that process personal data need to pay a data protection fee to the Information Commissioner's Office (ICO), unless they are exempt. The ICO have a self-assessment tool which will help you to decide if you need to register, or if you're exempt.

<https://ico.org.uk/for-organisations/data-protection-fee/self-assessment/>

Pension scheme automatic enrolment

It's important that you understand what to do and by when, so you can meet your automatic enrolment duties on time. Your legal duties begin on the day your first member of staff starts work. This is known as your duties start date. Even if you think you won't need to put your staff into a scheme, you'll still have duties.

<https://www.thepensionsregulator.gov.uk/en/employers/new-employers>

The Church of England Pension Board offer a Church Worker pension which employers whose work is associated with the Church of England can sign up to. This pension is different from a traditional defined contribution scheme as it offers more protection to the employee but increases the risk for the employer. You can find out more:

<https://www.churchofengland.org/about/pensions/church-worker-employers>

Other pension providers such as NEST offer pensions for small employers which may better suit your needs.

Safer Recruitment

The Church of England provides guidance of Safer Recruitment, you can find out more:

<https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance>

Accommodation Offset for National Minimum Wage

You can pay an employee or worker less than minimum wage if you are providing accommodation using the accommodation offset rates. The daily offset rate from April 2024 will be £9.99.

This means if someone works 3 hours in a day at minimum wage, and you provide them accommodation then the minimum you can pay them for that day is £24.33

Minimum wage - £11.44 per hour

3 hours @ £11.44 = £34.33

Minus daily accommodation offset @£9.99 per day = £24.33

<https://www.gov.uk/national-minimum-wage-accommodation>

Note: Accommodation is the only benefit that can be used to lower national minimum wage.

Recording Sickness

Employees, workers and clergy who have up to 7 calendar days of sickness absence must complete a self-certification form. You can complete this form and print or email it from the government website:

https://www.tax.service.gov.uk/fill-online/statutory-sick-pay-employer-notification?_ga=2.106349763.1544694169.1677670336-1897718211.1648735970

Alternatively you can create your own form if you prefer but make to review it regularly to make sure it captures all required information.