

Employment & Human Resources

When recruiting staff it is essential your organisation's employment and HR policies and procedures are compliant and up to date. There are many tools, resources and checklists available for charitable organisations. This toolkit will help you to navigate your way through all the information that is available and give you an overview of the guidance and tools that are around.

Employing staff for the first time

If your organisation is thinking about employing a member of staff for the first time, there are a range of considerations to be made including employment status, costs and contracts. There is a free guide you are able to download from a London based organisation PEACe HR Services (Personnel, Employment Advice and Conciliation Service). The Guide is titled 'Employing for the first time.' You can access the guide for free by registering directly with PEACe, the guide covers areas such as



- Why are you employing?
- Roles and responsibilities
- Costs and sample budget
- Contracts
- Recruitment, shortlisting and interviews
- Supervision.

The PEACe website has a number of other sample documents and policies relating to best practice in HR, recruitment and all employment areas. To download these documents there is a charge.

PEACe - Employment Essentials

The GMVSS factsheets cover many aspects and areas for developing and managing your organisation.

 Celebrating 40 years of making a difference in Salford

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TOOLKIT

The factsheets relating to employment and HR are:

- Accessible employment and services
- Employment contracts
- Safe recruiting and staffing for children and young people
- Human resources and employment



The factsheets break down the employment process in simple steps including areas such as legal obligations, advertising costs, short listing and interviews, policies and procedures. [GMVSS Factsheets](#)

What to include in an employment contract

There are a number of templates and guidance available to help you write you construct a written statement of particulars (otherwise known as an employment contract). Employees must have a contract that states the terms and conditions of the employment. The terms will include details such as rate of pay, working hours, time off and holidays. Employees are entitled to:

- the National Minimum Wage (there are some exceptions);
- employment protection during business transfers and takeovers (TUPE);
- protection against unfair dismissal;
- consultation and other provisions in the case of redundancy;
- right to equal pay for work of the same value under sex discrimination law and other legislation aimed at preventing discrimination in the workplace;

In addition, under recent pension reforms, employers will be required to enrol all employees into a pension scheme. Taken from [ICAEW Website](#)

How to write an employment contract

The Gov.uk website gives you a step by step guide on the things to include in the employment contract and gives you a template to download: [Contracts and Conditions Overview](#)

Free sources of advice and helplines

Free sources of advice can be found from ACAS, Employment Law Advice Bureau and HR Bird.



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ACAS

Employers and employees who need free employment advice can contact ACAS.



Call the Helpline on 08457 47 47 47 for free and confidential advice

Employment Law Advice Bureau

Employment Law Advice Bureau offers an **employer's only** free legal advice help in Manchester 0161 333 1858 or [Employment Advice Bureau](#)

They cover free advice on HR, Free email HR documentation Service, Free solicitor and Barrister trained advice.

HR Bird

HR Bird is a website resource for third sector organisations, it brings together information that is available about all areas of employment with useful links to other agencies. [HR Bird](#)

Staff Handbook and Manager's Toolkit

Employment law is a fast moving area and it can be hard for organisations to keep up to date with regular changes that impact policies. A number of organisations are able to offer support in keeping up to date with employment law.

One such organisation is PEACe who can help by providing a regularly updated [Staff Handbook and Manager's Toolkit](#), based on their experience of the sector. You can purchase a customised handbook for your organisation and to find **out more including the costs**, call 020 7832 5880, email peace@lvsc.org.uk or [Visit the PEACe website](#).



For further information, guidance and support, please visit www.salfordcvs.co.uk or call 0161 787 7795



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