

Employing Staff

See the video below from the Business Support Helpline regarding employing and retaining staff.

1. Decide how much to pay someone - you must pay your employee at least the National Minimum Wage.
2. Check if someone has the legal right to work in the UK. You may have to do other employment checks as well.
3. Apply for a DBS check (formerly known as a CRB check) if you work in a field that requires one, e.g. with vulnerable people, children or security.
4. Get Employers Liability Insurance - you will need this as soon as you become an employer. [Click here](#) for more details.
5. Send details of the job (including terms and conditions) in writing to your employee. You need to give your employee a written statement of employment if you're employing someone for more than 1 month.
6. Tell HM Revenue and Customs (HMRC) by registering as an employer - you can do this up to 4 weeks before you pay your new staff.

Types of contract

As an employer, the tax and employment responsibilities you have for your staff will depend on the type of contract you give them and their employment status. Click on the links below for more information.

- [full-time and part-time contracts](#)
- [fixed-term contracts](#)
- [agency staff](#)
- [freelancers, consultants, contractors](#)
- [zero hour contracts](#) - Zero hour contracts are also known as casual contracts. Zero hour contracts are usually for 'piece work' or 'on call' work.
- [family and volunteers](#)
- [young people](#)
- [apprenticeships](#)

Employee Development

Helping employees to develop their skills is a key part of retaining them within your business and getting the most out of them. This can be done through:

[Annual performance reviews](#) (appraisals) - to discuss the employee's development and performance. It involves reviewing the last period and setting a plan of action going forward.

[Coaching](#) - helps to motivate and develop your employees to achieve their personal and professional goals while ensuring everyone is working towards maximising the potential of the business.

[Feedback](#) - a continual process to ensure employees stay on track to achieve their goals.

[SMART goals](#) - to help employees achieve any required outcomes within a specified amount of time.

Useful links:

[Gov.uk](#) - more detailed information on how to employ staff.

[Growth Hub](#) for more details regarding apprenticeships.

Contact us:

If you would like to speak to someone regarding employing staff, email your contact details to: wearegrowth@westofengland-ca.gov.uk