**EMPLOYER RESPONSIBILITIES CHECKLIST**

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| **Action** | **Tick ✓** | **Notes** |
| **If you want an accountant to handle the money – do you have one in mind?** |  | SDS Options Fife cam provide a list to choose from |
| **Do you want to open a separate bank account**  |  | If setting up a bank account, make sure you have internet banking. |
| **You will be given a pre-pay card** |  | Please see other information on how to use this card or ask SDS options Fife |
| **Advert** |  | This should have all the relevant information to sell the post to potential applicants. Templates are available |
| **Application form/ CV** |  | Think about what information you need to make your decision |
| **Covering letter** |  | Templates available. |
| **Advertising**  |  | SDS Options Fife can help you to advertise for Free |
| **Short listing** |  | From all the applications you receive you need to decide who you would like to interview. |
| **Interviews** |  | Remember to ask interviewees to bring proof that they are legally entitled to work in the UK |
| **References** |  | Essential part of safe recruitment  |
| **Evidence that applicant is legally allowed to work in the UK (checked and copied)** |  | The Government has “An Employers Guide to Acceptable Right To Work Documents” booklet available online. |
| **Job Offer Letter** |  | Template available |
| **PVG Check (formerly Disclosure)****(if required)** |  | It is advisable that you request a PVG but you can choose not to. |
| **Employer’s Liability Insurance and Risk Assessment** |  | This is a legal requirement. Fife Council can help you with this. |
| **Terms and Conditions of Employment** |  | It is advisable to issue a written statement to your PAs as soon as possible. We at SDS Options Fife can provide this for you |
| **Payroll**  |  | Employee wages must be processed through a payroll system. You will need to arrange who to use. |
| **Induction for Staff** |  | This can include establishing house rules, on the job training, making them feel welcome, etc |
| **Training for PA and Employer** |  | SPAEN has some useful information for Employers. PA’s should be offered the necessary training they need to support you e.g. First Aid |
| **Cover arranged for Holidays & Sickness**  |  | You may want to use a relief PA or agency. |
| **Set Up Administration System** |  | You should keep files for payroll paperwork, invoices, and personal information stored safely. |
| **If Receiving Direct Payments:****Complete financial monitoring forms for council.**  |  | If you are managing your own direct payment you need to prove to the council how the money has been spent. |