

Staff and Volunteers

It is important that the hall committee knows the status of people involved with the hall, whether as volunteers, paid staff, or self-employed contractors.

Useful information on employment status can be found here:

<https://www.gov.uk/employment-status/worker>

and SCVO have helpful guidance here

<https://scvo.scot/support/running-your-organisation/staff-volunteers>

<https://scvo.scot/support/hr>

with further information here:

<https://taxaid.org.uk/guides/information/issues-for-employees/employer/am-i-an-employer>

The members of the management committee are the employers and are personally liable for ensuring that employment law is followed. While most halls might only ever employ very limited numbers of people, for example, cleaners, caretakers and booking clerks, it is important that the committee operates within the law.

Employers Liability Insurance must be in place. Policies must be in place for managing staff, e.g., equal opportunities, health & safety. Please see the Policies section of this guidance for further details. Legal requirements include payment of the minimum wage, equal pay for men and women, holiday and sick pay, anti-discrimination, protecting vulnerable groups checks, staff records, accident reporting. If the employment with the hall is the employee's main or only source of income, it is up to the management committee to deal with national insurance and tax. When taking on an employee for the first time, the management committee has to register with HMRC and it will then be sent an Employer's Pack which will give all the information necessary to deal with tax, national insurance and pensions.

If someone is self-employed, the organisation must ensure that they are going to make their own arrangements for income tax and national insurance; there are rules governing self-employment.

<https://www.gov.uk/employment-status/selfemployed-contractor>

All employees must have a written contract, which forms the basis of the employment relationship. This should include a written job description to avoid any misunderstandings. A committee member can be employed by the hall committee e.g. as caretaker but this role must be seen as separate from their role as committee member and they must only be paid for the time spent on caretaking duties. If the Hall is a charity, check that the constitution allows employees to be committee members (charity trustees). If not, the individual could be self-employed and contracted for this role, subject to the rules around self-employment.

As part of the hall's Health and Safety Policy volunteers, employees and contractors should not carry out maintenance and repair work alone. A telephone and the telephone number for someone who can administer first aid should be available.

<https://www.acas.org.uk/advice>

SCVO, and the local third sector interface, AVA can provide payroll services.

<https://scvo.scot/services/payroll>

<https://www.avashire.org.uk/>

It is possible in certain situations for charity trustees to receive payment, but organisations must discuss this with OSCR

<https://www.oscr.org.uk/guidance-and-forms/guidance-and-good-practice-for-charity-trustees/remuneration-paying-charity-trustees-and-connected-persons/>

For volunteers, it is good practice to have written role descriptions for your volunteers, whether they are committee members or others who carry out regular tasks for the operation of the Hall.

SCVO has excellent advice on volunteer management.

<https://scvo.scot/support/running-your-organisation/staff-volunteers/volunteers>