

Checklist

Management Committee Responsibilities for paid staff

Your responsibilities are to make sure that the organisation obeys the law regarding employment of staff, and especially that:	Tick if appropriate
<ul style="list-style-type: none">• Staff have proper contracts of employment.	<input type="checkbox"/>
<ul style="list-style-type: none">• Equal opportunities legislation is understood and acted upon.	<input type="checkbox"/>
<ul style="list-style-type: none">• Staff are paid and PAYE and National Insurance deductions are paid to the Inland Revenue.	<input type="checkbox"/>
<ul style="list-style-type: none">• The organisation and its staff are properly insured.	<input type="checkbox"/>
<ul style="list-style-type: none">• Health and safety rules are obeyed.	<input type="checkbox"/>
<ul style="list-style-type: none">• Specific requirements affecting the work of the organisation are obeyed (such as the Children Act when working with children, or Food Hygiene Regulations when providing cooked meals).	<input type="checkbox"/>
The Management Committee ensures that the organisation is a good employer and especially that:	<input type="checkbox"/>
<ul style="list-style-type: none">• The organisation has appropriate policies and procedures for managing its staff.	<input type="checkbox"/>
<ul style="list-style-type: none">• Staff are paid at an appropriate level.	<input type="checkbox"/>
<ul style="list-style-type: none">• Sufficient resources are provided to train and develop staff.	<input type="checkbox"/>
<ul style="list-style-type: none">• Staff work to an appropriate standard and quality.	<input type="checkbox"/>
<ul style="list-style-type: none">• Staff are properly supervised and account regularly for their work.	<input type="checkbox"/>
<ul style="list-style-type: none">• The organisation uses a style of management in keeping with its values and aims.	<input type="checkbox"/>
<ul style="list-style-type: none">• The managing committee establishes a clear and effective relationship with the senior staff member (the Director of Chief Officer).	<input type="checkbox"/>