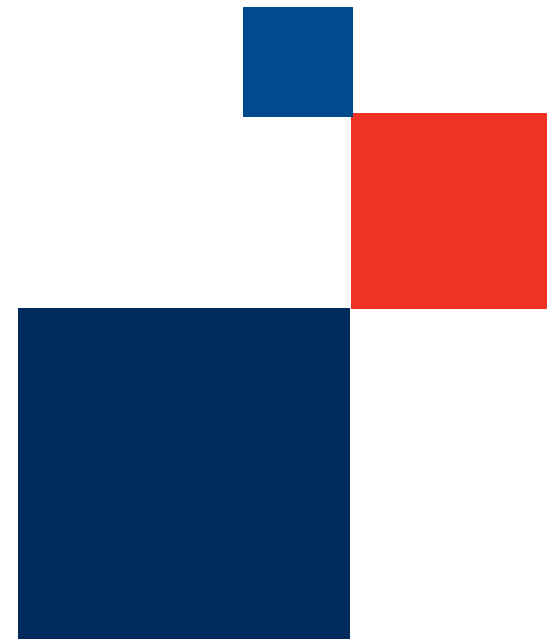




## Engagement Choices

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# What kind of relationship?



Permanent Employees  
Fixed Term (Temporary)  
Apprenticeship Schemes



Casual Employees  
Agency Work  
CIS



Freelance  
Contractors  
Interns



# Status Options 1

- Permanent employees
- Part time
- Fixed term
- Apprentices



## Employment relationship

- Right to written terms of employment
- Mutuality of obligation
- Minimum of 28 days paid holiday leave
- Sick pay, redundancy, family friendly policies
- Statutory or agreed notice periods
- Disciplinary & grievance procedures
- Unfair dismissal rights after 1 year



## Status Options 2

- Casual Workers
- Sub contractors
- Agency Workers
- The self employed? – Freelancers and consultants
- Interns
- Single traders
- Limited companies



## Worker relationship

- Working Time Regulations 1998
- Minimum of 28 days paid holiday leave
- Minimum levels of breaks
- Limits on weekly working hours
  
- Casual Workers: Rights when not casual
- Agency Workers: New rights from 1 October



## When to engage employees and workers?

- Surety and consistency of work
- Meet minimum staffing needs
- Ensure viable and effective organisational structure
- Consistent quality and standards of work
- High rights but relatively lower cost base



## When to engage self employed people?

- Cover fluctuations in workload
- Cover during start up or expansion phases of the business
- One off projects that are unlikely to repeat
- Bring in specific expertise (long or short term)
- Deliver lower fixed overheads for the business
- Low rights – potential higher long term costs



## Non Executive Directors

- Recommend PAYE payments for board duties
- Limited Company cannot be a director
- Non executives can provide consultancy and other services via a limited company – beware conflicts of interest



# Dangers of getting it wrong

## Claims from the employee

- Holiday pay
- Notice periods
- Redundancy

## Claims from HMRC

- National insurance contributions
- Unpaid tax



# Any Questions?

