



Checklist to ensure compliance with s1 statement of terms and conditions of employment

The statement shall contain particulars of –

- (a) The names of the employer and employee/worker,
- (b) The date when the employment began, and
- (c) The date on which the employee's period of continuous employment began (taking into account any employment with a previous employer which counts towards that period). [N.B not applicable for workers]

The statement shall also contain particulars, as at a specified date not more than seven days before the statement (or the installment containing them) is given, of –

- (a) the scale or rate of remuneration or the method of calculating remuneration.
- (b) The intervals at which remuneration is paid (that is, weekly, monthly or other specified intervals),
- (c) Any terms and condition relating to hours of work (including any terms and conditions relating to normal working hours and days of the week the worker/employee is required to work and whether these are variable and if so how they may vary or be determined),
- (d) Any terms and conditions relating to any of the following –
 - (i) Entitlement to holidays, including public holidays, and holiday pay (the particulars given being sufficient to enable the employee's/worker's entitlement, including any entitlement to accrued holiday pay on the termination of employment, to be accrued holiday pay on the termination of employment, to be precisely calculated),
 - (ii) Incapacity for work due to sickness or injury, including any provision of sick pay, and terms and conditions relating to any other paid leave; and
 - (iii) Pensions and pension schemes,
- (e) the length of notice which the employee/worker is obliged to give and entitled to receive to terminate his contact of employment,
- (f) the title of the job which the employee/worker is employed to do of a brief description of the work for which he is employed,
- (g) where the employment is not intended to be permanent, the period for which it is expected to continue or, if it is for a fixed term, the date when it is to end,

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- (h) either the place of work or, where the employee/worker is required or permitted to work at various places, an indication of that and of the address of the employer,
 - (j) any collective agreements which directly affect the terms and conditions of the employment including, where the employer is not a party, the persons by whom they were made,
 - (k) Any probationary period including any conditions and its duration;
 - (l) Any training entitlement which the employer requires the employee/worker to complete or bear the cost of
 - (m) A note specifying any disciplinary rules applicable, any such procedure applicable and to whom the employee/worker can apply if dissatisfied with any disciplinary decision or dismissal;
 - (n) A note specifying a person to whom the employee/worker can apply for the purposes of seeking redress of any grievance relating to their employment and the manner in which the application should be made;
- and
- (o) where the employee/worker is required to work outside the United Kingdom for a period of more than one month –
 - (i) the period of which he is to work outside the United Kingdom,
 - (ii) The currency in which remuneration is to be paid while he is working outside the United Kingdom,
 - (iii) Any addition remuneration payable to him, and any benefits to be provided to or in respect of him, by reason of his being required to work outside the United Kingdom, and
 - (iv) Any terms and conditions relating to his return to the United Kingdom.

The Statement should also state where some of the above do not apply. For example if there is no requirement to work outside the UK for a period of more than one month, the statement should not be silent on the issues but expressly state that the employee/worker will not be required to do so.

Since 6 April 2020 employers have been required to provide employees and workers with a written statement of particulars of employment by section 1 of the ERA 1996. There are some exceptions for workers indicated above by the use of [].

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