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Chambers  
UK Guide  
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To discuss the needs of your business in more detail, please contact:



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# A checklist for setting up as an employer

## Setting up as an employer

- Register with HMRC as an employer and obtain a PAYE reference number.
- Decide what type of employee(s) you need and their outline terms, including:
  - Working hours (full-time, part-time, fixed term);
  - salary (noting National Minimum or Living Wage requirements)
  - Defining role requirements
  - Holiday entitlement (noting the Working Time Regulation requirements)
- Ensure your workplace is safe and accessible and complies with health and safety legislation, even if your employee(s) work from home.
- Obtain Employers' Liability Insurance, unless an exemption applies
- Set up a pension scheme for automatic enrolment if your employees qualify to be enrolled.

## Recruiting an employee

- Place a recruitment advert and run an interview process (noting your obligations under the Equality Act 2010).
- Provide a formal offer of employment (conditional or unconditional).
- Check your prospective employee(s) has the right to work in the UK. You should request sight of the appropriate documents on or before their first day of employment.
- Carry out other pre-employment checks depending on the role (such as references, DBS certificate, copies of required licences or professional certificates).
- Prepare a compliant employment contract or written statement of employment particulars covering the required statutory information and ensure it is signed by the employee.
- Prepare a staff handbook and/or key policies as required.
- Inform HMRC of your new employee(s).

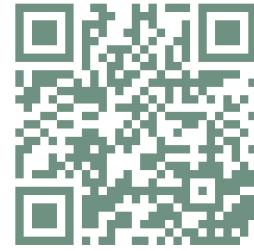
## Before beginning employment

- Issue their contract to the employee(s)
- Obtain a copy of their recent P45 and a P46 (or a 'new starter checklist').
- Consider any reasonable adjustments if the employee has a disability.
- Decide how you will monitor the employee's probationary period.
- Provide a privacy notice explaining how employee personal data will be processed
- Set up IT systems and email access.

## Day one of employment

- Carry out an induction including a health and safety induction.
- Provide a pension enrolment letter (within six weeks) and enrol them in the workplace pension scheme (within 3 months).
- If you do not have policies or a staff handbook, adopt procedures for managing and monitoring leave (including annual leave, sick leave and family leave). Note your obligations in regard to statutory payments such as statutory sick pay, maternity pay, and paternity pay.
- Set out expectations of the role and arrange for progress catch ups with the employee, which will be aligned to their probation.
- Obtain advice on procedures to monitor employee performance and if necessary, how to end an employment relationship.

## Is your business in its first 3 years ?



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### The newsletter for founders

For practical advice and inspiration for founders and entrepreneurs, sign up to our newsletter, The Fineprint, by scanning the QR code or by [opening this link](#)

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## At a Glance

Lawrence Stephens is a full-service law firm based in London. Established more than 25 years ago, the firm is still founder-led. We provide legal services to a wide range of clients, from private individuals to SMEs and PLCs, challenger banks and financial institutions.



200+ staff  
across the firm



50+ Partners

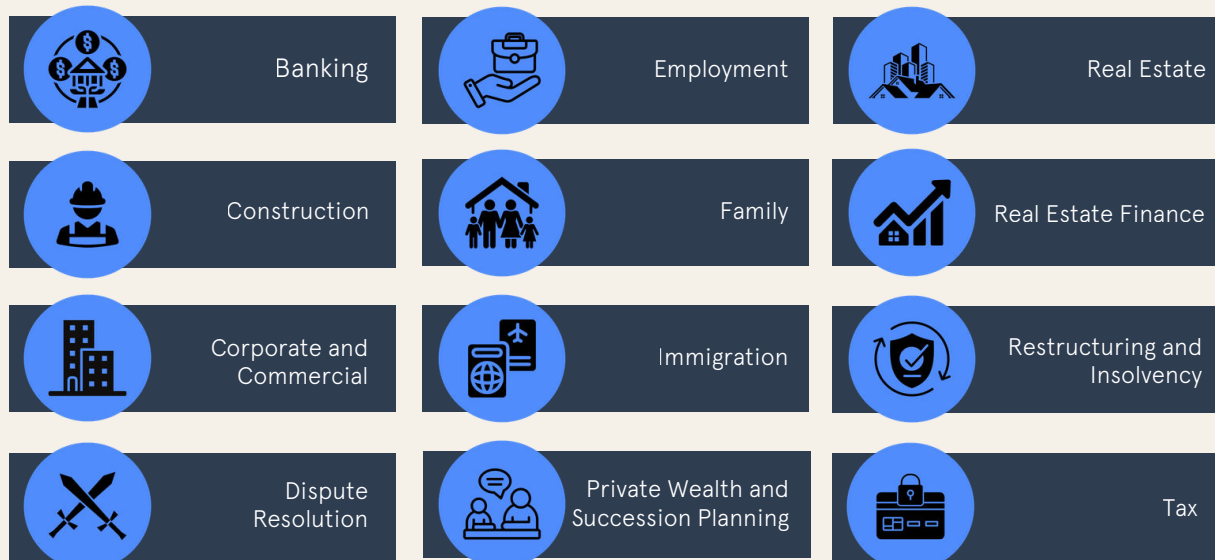


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Each sector we serve is backed by multidisciplinary collaboration, ensuring that no matter the challenge, our clients benefit from a unified team that understands their world and works as one to protect and advance their interests.

