

Employing personal assistants



hello

This document tells you about what you need to do if you want to employ a personal assistant using your direct payment.



What this document is about

You can employ a personal assistant with a direct payment.



It might seem daunting at first. But we will give you the right help and information to make it as straight forward as possible.



This fact sheet explains some of the things you need to do if you want to employ a personal assistant.



We are here to help you with this. Our contact details are at the end of the fact sheet.

Employing a personal assistant



When you complete your support plan you will need to say how a personal assistant will help. This makes it clear on what their role is.



If you do not know who you want to employ you can contact the Direct Payment Support Team. They have a list of personal assistants who are looking for work.

Or you may want to advertise for a personal assistant. If you need help with this please ask.



A self employed personal assistant

You might like to pay a self employed personal assistant with your direct payment.



There are certain rules around this given by the HM Revenue and Customs. Please contact us for this to be explained.

What should the recruitment pack for employing a personal assistant include?



This should include an;

- advert
- application form
- job description and person specification



You can use our recruitment service which has applications sent to us. If you would like this please contact us.

Interviewing a personal assistant



When you have checked the application forms you can interview the candidate who fits what you need.

We recommend you do not interview in your own home.



We have buildings you can use or we can advise you on the best places to hold an interview.

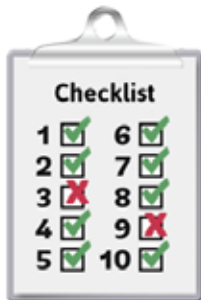


After the interview you can offer the job.



It is normal to ask for references and do some checks.

Checks to do



We recommend that you do a check to see if anyone has a criminal record.

This is called a disclosure and barring service check.

Check that the person can work legally in the UK.



We can tell you more about this, please call us for more information.

Contract of employment



You must give your employee a contract.

This says what they will be doing and their 'terms and conditions'.



You will need to make sure you comply with the 'Working Time regulations' including minimum wage, working hours and health and safety.



We can help you with this, please contact us for more information.

Paying your personal assistant



Do not pay your personal assistant cash.



You should pay them by cheque, by bank transfer or if you use a Kent Card over the internet or phone.



Your payroll company will let you know any payments you need to make for tax and insurance.

Keep them informed of any changes in working times, sickness, holiday or hospital admissions.

The National Living Wage



Anyone employed by you who is over 25 must be paid at least the National Living Wage.

HMRC check this is being done.

You can find out how much the hourly rate is on www.gov.uk or contact the Direct Payment Support Team.

Pensions



As an employer you will need to provide a work place pension.

We can tell you what to do about this, please contact us for more information.

Managing a personal assistant



These are some of the things you will need to do when employing a personal assistant



We recommend you look at the Skills for care toolkit 4 - 'Managing your PA.'



They also have care toolkit 6 - 'Sorting out problems'.



Insurance and redundancy

You must have public liability insurance. This covers things like redundancy and employment tribunals.

If your Direct Payments end you may have to pay redundancy to your PA.



Car Insurance

You will need to have liability insurance when employing a personal assistant. This covers things like redundancy. They will also help you if you have problems with your PA.

If your personal assistant uses their car for work their car insurance must include business use.



Where can I get information and help

We recommend you talk to your direct payment worker or speak to a member of the direct payment team.

Telephone: 03000 413 600

or email direct.payments@kent.gov.uk

Textphone: 18001 03000 413 600

This publication is available in alternative formats and can be explained in a range of languages.

Please ask you care/case manager for details or call 03000 41 61 61