

Factsheet 6 of 6: Direct Payments

If you employ Personal Assistants (PA)

Recruiting Personal Assistants (PA)

If you receive a Direct Payment you will be able to use the money to employ someone to help care for you, known as a Personal Assistant (PA). This means you will be responsible for recruiting and selecting a PA and will take on the role and responsibilities of an employer.

Central Bedfordshire insists that you use one of our approved Payroll Providers to support you in your employer role; they can advise you on PAYE (NI, Pension contributions and TAX).

If you employ someone who is self employed, they must make arrangements for paying their own TAX and NI contributions. They must provide you with documentation from HMRC of their self employment status and also provide proof of their own **Public Liability Insurance**. You will need to keep this information in case you are asked to provide evidence of self employment and a reminder of when their Insurance runs out and to see their renewal.

You are required as part of your responsibilities to ensure you have plans in place for contingencies for when your PA is on sick leave or on holiday and also for other employer duties please see the list below;

Annual Leave pay - Public Liability Insurance for the following year – Payroll services – Pension Contributions

For the following expenses you will need to contact your Care Manager;

Sick pay – Redundancy – Maternity and Paternity leave – and extra hours to cover emergency needs.

Or see Factsheet no 3 of 6 for web sites details to gather more information if your payroll provider is unable to give you this information.

If your Personal Assistant is on any Benefits or in other Employment?

You need to inform your PA if they are on any benefits 'that the number hours worked or the amount they receive could affect their benefits'. They may want to check this out to be sure that they are working within the guidelines of the benefits they receive. If they are in work and this is their second job they would not receive any Tax relief so they would be taxed at the full tax rate of 20% on what they earn with you.

Will I need to keep records?

Direct Payments are made via a Pre-Paid card and this enables the Direct Payments team to see your spend activity but we do require you to either send in or upload your signed receipts (duplicate receipt book) or copies of the PA's Wage Slips so we can verify where payments have been made if not clear on your Pre-Paid card statement.

Why is training for my Personal Assistant important?

Training will support your PA to meet your assessed needs, as an employer you are responsible for the training of your PA. This is to ensure both your safety and theirs, while they are caring for you. If you do not do this and an accident occurs, your insurance may be invalid.

What training is available?

There are a number of training courses available through Central Bedfordshire Council, including: Health and safety courses e.g. Moving and Handling, First Aid and Infection Control. There are also Awareness courses e.g. Autism, Dementia, Safeguarding, and Mental Capacity Act.

What training should the personal assistant have?

The training depends on your needs. You will need to discuss this with your Care manager at the start of your Direct Payments, if there is a change in your care needs and at any review. It will also depend on the skills that your PA already has. You will need to talk to them about this when you are recruiting. Central Bedfordshire Council will only be able to provide training that relates to your care and support needs, we cannot provide training just to add to your PA's qualifications.

How do I arrange training?

Please contact the Learning and Development Manager regarding available training courses and how to apply. You will not be charged for the training delivered by Central Bedfordshire Council.

For training information contact the Learning and Development Manager on 0300 300 8303 or go to www.centralbedfordshire.gov.uk/info/106/learning_management_system

How do I find out more?

Direct Payments are your choice.

Further Direct Payment Factsheets are available

For more information contact the Direct Payments Team:

Telephone 0300 300 8341

or e-mail direct.payments@centralbedfordshire.gov.uk