

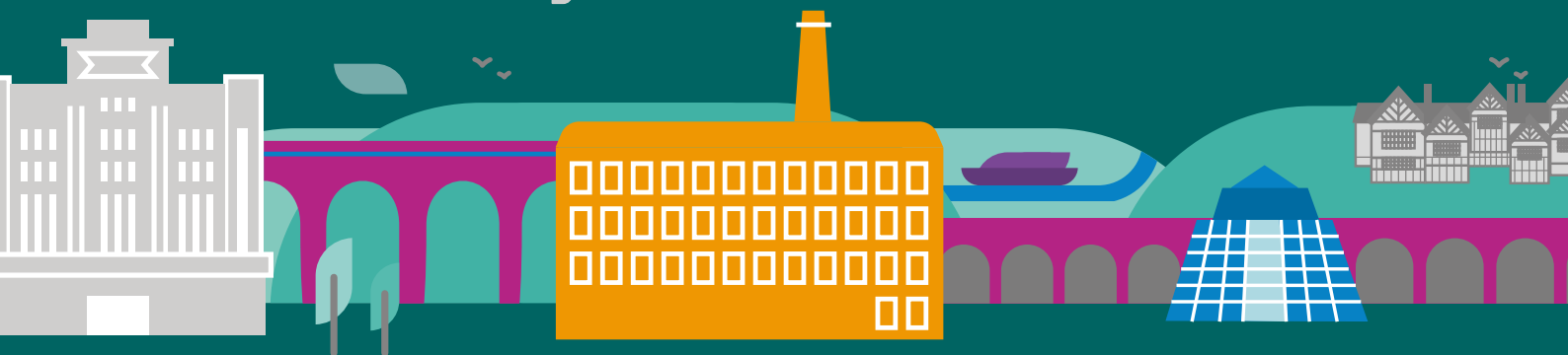


STOCKPORT
METROPOLITAN BOROUGH COUNCIL

Direct Payment Employers Handbook

A guide to employing your own
Personal Assistant through a Direct Payment

JULY 2025



Ambitious Stockport, creating opportunities *for everyone*

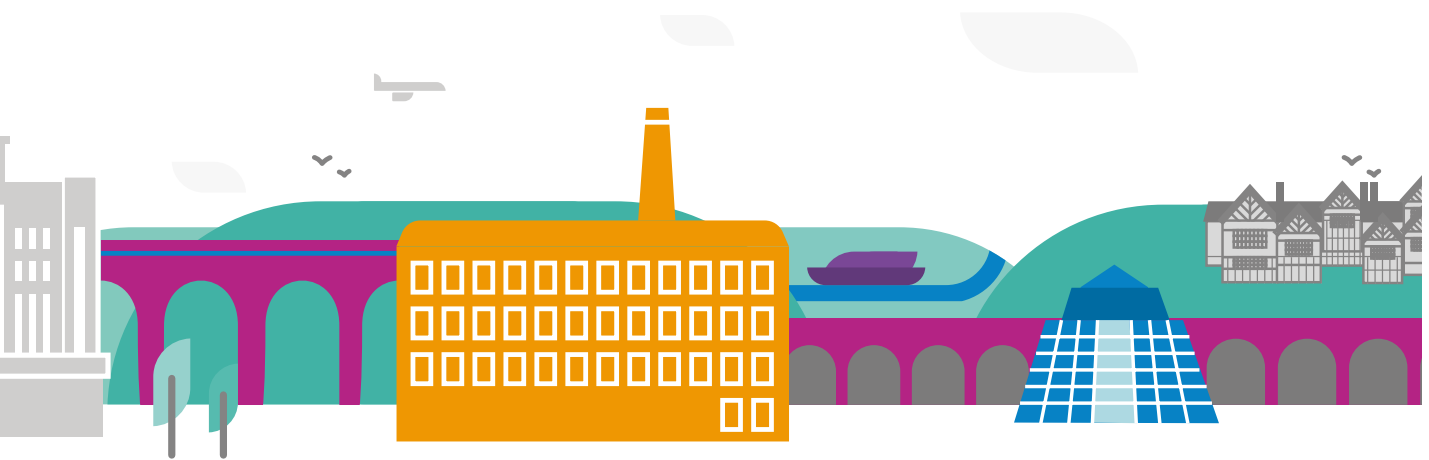
Direct Payment Employers Handbook

A guide to employing your own Personal Assistant through a Direct Payment

This handbook is designed to support with all aspects of employing a Personal Assistant. You will have discussed the options of receiving your Personal Budget through a Direct Payment with your allocated worker, following your Care Act Assessment. This handbook is a support tool but is not continually updated so for the most accurate and up to date information, please visit the skills for care website below.

You will now be supported with designing your support plan. If you have chosen a Direct Payment and need to recruit a personal assistant to support you with meeting your assessed outcomes, this guide will support you through the process.

Support and reference tools have been sourced from Skills for Care, more information is available at: www.SkillsforCare.org.uk



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Write a Job Description and Person Specification

A job description is a list of tasks that you would like your personal assistant to do.

A person specification is a list of the skills, experience and personal qualities that you would like your personal assistant to have.

Your support plan will have specific requirements that you will need to think about when writing the job description and person specification.

Think about what makes your ideal personal assistant.

- List the skills that you would like your personal assistant to have, for example, do you want someone who can drive or has good communication skills.
- Think about their values, for example, a sense of humour, patience or being able to use their initiative.
- List the tasks that you would like your personal assistant to do, for example, support at work, with personal care, attending social events or making meals.
- You might also want to think about your own cultural and religious needs and whether you want to employ someone who understands them.

There are places in the local community that may also support individuals, carer/parents with advertising for personal assistants, such as:

- A Community Centre notice board
- Your local library notice board
- Your local Supermarket notice board
- A charity or voluntary organisation notice board
- Your local paper
- Religious or faith groups notice board

You should also consider online forums that would support adverts for individuals, carer/parents such as:

- www.findajob.dwp.gov.uk
- www.monster.co.uk
- www.totaljobs.com
- www.gumtree.com
- www.indeed.co.uk

You can also advertise at your local job centre, www.gov.uk/contact-jobcentre-plus

Your job advert should include the following information – remember this is about the type of person that you want to be your personal assistant.

Write a Job Advert

Give a brief description about the type of person that you want to apply. Think about what values, skills, experience and qualifications they need. For example, your job advert could say 'Are you caring, resilient and have a good sense of humour? Do you mind if the person is a smoker? Do they need to be able to drive?'

Say if you want someone who has the experience or qualifications (or both) so that they can meet your needs.

Is it important if the person is a man or a woman? If so, you need to make sure that you say why, for example, you want them to do intimate personal care and you want someone of the same gender. You need to be careful here because of the Equality Act which bans unfair treatment and helps achieve equal opportunities

Your advert should also include:

Hours, type of work and main duties - state the days and times that you need your personal assistant to work and a summary of the type of work that you want them to do.

Rate of pay - you must state the hourly rate you will pay your personal assistant. Stockport Council support personal assistants employed via a Direct Payment with an hourly rate of £12.27 (accurate for financial year 2024/25).

General Location - tell people where they will be working but do not give out your home address at this stage.

Application form or curriculum vitae (CV) - tell people how you want them to apply, for example, by completing ...



More information can be found at:
<https://www.gov.uk/dbs-check-applicant-criminal-record>

Choose Who to Interview

It is strongly recommended that you do not employ a personal assistant without carrying out a DBS check. If you chose to employ a personal assistant without a DBS check you will need to inform your allocated worker and/or the Direct Payments Officer that you do not wish to carry out a DBS check. We will need to be satisfied that you understand the potential risks/issues with not carrying out a DBS check. Once we are satisfied you will be required to sign a DBS Check Waiver Declaration for our records.

References

Say that you will ask for references. It is usual to ask for two. A template letter to request a reference can be found in Appendix E. Contact details for further information.

Tell people how they can contact you to find out more. Do not give your personal address - asking people to contact you by telephone, email, or post is usual. For reasons of your personal security, it is not advisable to use your own address.

You could use -

- The Brokerage Service address
- A contact person

Or, you could set up a PO Box and have the applications sent there, but you will need to pay a fee for this service.

Visit the Royal Mail website for more information at www.royalmail.com.

We have included a template for advertising in this handbook, please see Appendix A.

This is often called 'shortlisting' because you are making a short list of all of the applications that you have received.

After the closing date, look through the application forms or CVs and decide who you want to interview. You could use the job description and person specification to rate the applications and shortlist the ones that most closely fit the job and the type of person that you want.

You must make sure that this is fair, and you do not discriminate against anyone on the grounds of protected characteristics, for example, their age, race, gender or sexual orientation.

ACAS has a useful booklet called 'Delivering equality and diversity' that can be downloaded from www.acas.org.uk - the section on recruitment and selection is particularly helpful. You can also call ACAS on 0300 123 1100 for free and confidential advice. The people that you choose to interview are often called candidates. Once you have made your decision, you can contact the candidates and ask them to attend an interview.



Interviewing

Interviewing can be as nervous for you as it is for the person that you are interviewing, so here is a step-by-step process to guide you through it.

Where should the interview take place?

It is better to do the interviews away from your home if possible. Your local library, a community centre or a support organisation may be able to provide a room that you can use.

Prepare for the interview

Arrange a venue and, if required, arrange for someone to support you. Prepare a list of questions that you want to ask each candidate, for example about what they are like as a person, their work experience, their qualifications and why they want to work for you. It is also a good idea to think of a particular situation that is relevant to you and ask them how they would deal with it.

Here are some questions that you could ask.

- What qualities and experience do you have that you think would make you a good personal assistant?
- What are your hobbies and/or interests?
- I see that you do not have direct experience of this kind of work, but people often have other experience. For example, some people have family members, friends or neighbours who are disabled.
- What experience of working with disabled people do you have?
- If you were out with me and someone persisted in ignoring me and spoke only to you, how would you react?
- I will need to tell you how to do things in the way that I want them done. How do you think that you would cope with this?
- How would you react if you have done something, and I want it done again in a different way?

Do not interview alone

It is a good idea to ask a friend, or mediator to do the interviewing with you. It is always good to have another opinion, but do not let the other person influence your decision making – you make the final decision.

Allow time between interviews

Take a break between interviews and make some notes of the answers to your questions. This will help you to remember each candidate and make your decision about who to offer the job to.

Do not rush a decision

If you are not sure who to offer the job to, sleep on it, ask for more information, or even re-interview. If you did not think that anyone was good enough, then you can re-advertise and interview different people.

Offer the job

The Government also has practical advice to help you to employ people at www.gov.uk/browse/employing-people. Once you have decided who you want to employ, contact them and offer them the job.

A template letter to offer a candidate the job has been included in Appendix C.

Tell them that you will first need to check their references and carry out any other checks (for example, a DBS check). Make sure that you give enough time between offering the job and start date to enable you to carry out the checks.

Find out more in the **'Do the right checks'** section next.

Tell the unsuccessful candidates

Once your preferred person has accepted the job, send a letter to the people that you interviewed who did not get the job (you do not need to phone them).

A template letter for turning down a candidate has been included in Appendix D.

They may want to have some feedback on their performance during the interview. If you are asked this, use your notes from the interview to provide feedback – it is always useful to provide some positive feedback but also areas in which they could improve for their next interview.

Do the right checks

There are some checks that you need to do before someone starts working for you.

References

Candidates should supply references when they apply for the job. They are the name and contact details of someone that knows them, usually a previous employer. They help you to make sure that the information that people have told you is correct. It is also good to have the opinion of someone who already knows the person that you want to employ.

There are two ways that you can ask for a reference – in writing and by telephone.

Request a reference in writing

This is the best way to get the most information. You can ask specific questions and send a copy of the job description, so that you are sure that the referee (the person giving the reference) understands what the job involves.

A template to request a reference can be found in Appendix E.

Request a reference by phone

This is quicker than waiting for letters and referees may be prepared to say things over the phone that they would not write down. But a quick phone call may not allow the referee to think about what the job involves. It is a good idea to follow up a telephone reference with a written reference.

NOTE: If you are handed a reference by the person you interview or receive one by post before you have requested it, always follow it up with a phone call.

A template for requesting references can be found in Appendix E.

Disclosure and Barring Service (DBS) checks

DBS checks help you to know whether people have a criminal conviction.

Remember:

- A DBS check should only be done for a successful job applicant.
- Your Direct Payment Brokerage Officer can help you complete a DBS check.
- Most applications for a DBS check take between two and four weeks to process, however at times the service can take longer.

Visit the Government website for more information about DBS checks at www.gov.uk/dbs

You can also call them on 0300 0200 190 (Minicom: 0300 0200 192) or email customerservices@dbs.gsi.gov.uk. More information

DBS checks: detailed guidance (Gov.co.uk)

This website has a collection of guidance documents and information about DBS checks and processes.

Visit www.gov.uk/dbs

Find a DBS umbrella body company (Gov.co.uk)

You may prefer to carry out the DBS check yourself. This online search will help you to find companies that can do DBS checks. Visit www.gov.uk/find-dbs-umbrella-body

DBS checking personal assistants: advice note (Skills for Care)

This advice note explains who can request a

DBS check, and who can make the decision on someone's suitability for employment using the results of a check.

Download from Skills for Care website, or follow this link: Disclosure and Barring Service advice note PAs Jun 2023

More information - Right to work (Home Office, 2016)

You can find more information about employee checks from the Gov.UK website Employers right to work checklist or by following this link: Employers' right to work checklist (accessible) - GOV.UK

This online service will help you to find out which types of document give someone the right to work in the UK, and what a right to work check involves. Visit www.gov.uk/legal-right-work-uk

Keep A Record

ACAS recommends that recruitment records should be kept for a period of time, such as six months, in case of any discrimination challenge. You should keep these records confidential and in a secure place.

Visit the ACAS website for more information about keeping records at www.acas.org.uk or call their confidential helpline on 0300 123 1100 (Text Relay 18001 0300 123 1100).

You will need to hold confidential information about your employee and may need to share this with a payroll company you use. The council may also request information from you and/or your payroll company.

Stockport Council will not share any personal data collected with external organisations unless required/permitted to do so by law. However, there may be occasions where we request further information from key third party organisations such as Health or Provider organisations. For further details on the council's privacy arrangements please view the privacy page on the council's webpage: Privacy notice - Stockport Council.

Getting your Personal Assistant started

You will need to provide information to your personal assistant to ensure they know you, what works well for you and what you expect from them.

You may wish to arrange a probationary period with your personal assistant. You should agree the details of this before your personal assistant starts.

You will need to consider:

- How long the probationary period is for
- The notice period during this time, if applicable

This can provide you and your personal assistant an opportunity to get to know one another and make sure they are suited to the role. For example, this can be for 1 month. With a review at 2 weeks for discussions about how you and your personal assistant feel things are working, if there are any changes you need to discuss and any feedback you wish to give your personal assistant.

You should also consider an induction period with your personal assistant, this should also be included in their probationary period.

An induction will help your personal assistant settle into their role quickly and can also be the start of their ongoing learning and development. It should include:

Explaining what you want them to do and showing them around their place(s) of work.

- You explaining what support you require and how you prefer to be supported.
- Key aspects of their employment contract, such as working hours, probation period, holidays, sick pay, maternity and parental leave and responsibilities.
- A discussion about personal and professional boundaries.
- Introduction to other team members, if appropriate.
- Conduct at work, for example: accepting personal calls at work, being on their mobile phone, smoking, tea and coffee arrangements, agreed break times.
- Contingency arrangements if there is an emergency, an emergency contact person.
- Protocol if they are unable to come to work.
- Any training and development needs.
- You may like to provide information describing typical duties, a typical day and how tasks are to be performed. You may include any important rules and procedures and any important health and safety procedures (such as infection control, fire procedures) that need to be followed (this is a legal requirement).

You may also wish for them to shadow any existing personal assistants you have as part of their induction. This can also be the opportunity for you to share your Support Plan/Person Centred Plan with them.

Your personal assistant should complete timesheets as a record for the hours they support you. You or the person supporting you with your Direct Payment will need to sign these to confirm the hours recorded are the hours of support you have had.

You will need to keep a record of these timesheets to calculate your personal assistant's wages or provide to the payroll company supporting you with this.

You will also be required to provide these for financial monitoring of your Direct Payment, when this is requested from the Direct Payment Audit Team.

A template timesheet can be found in Appendix F

You will need to issue your personal assistant with an employment contract. This is important because it is the agreement between you and your employee, it sets out the personal assistant's employment rights, responsibilities and duties.

It will also detail things like holidays, notice period, how to deal with a grievance, disciplinary procedures and sick pay.

An Employment Contract template can be found in Appendix G.

You can complete the employment contract independently with your personal assistant. You will need to calculate how much annual leave they will be entitled to. You can work this out using this simple formula:

Number of contracted hours per week x 5.6
= number of hours holiday

For example, your personal assistant works 20 hours per week that is $20 \times 5.6 = 112$ hours holiday for the year. The following link can be used to work out how much annual leave your PA is entitled to. Your Direct Payment brokerage officer may also be able to provide guidance if this is needed. See useful contacts. www.gov.uk/holiday-entitlement-rights/calculate-leave-entitlement.

A record of leave taken must be kept and signed by you and your personal assistant – a template can be found in Appendix J.



You must adhere to the Working Time Regulations with regards to break and rest periods between days of work. In general the Working Time Regulations provide rights to:

- A limit of an average 48 hours a week on the hours a worker can be required to work, though individuals may choose to work longer by “opting out”
- Paid annual leave of 5.6 weeks’ a year at contracted hours. If hours are variable, calculate a weekly average from previous 52 weeks.
- 11 consecutive hours’ rest in any 24-hour period
- A 20-minute rest break if the working day is longer than six hours
- One day off each week
- A limit on the normal working hours of night workers to an average eight hours in any 24-hour period, and an entitlement for night workers to receive regular health assessments.

You must provide your employees with a payslip (copy or electronic) on or before payday.

Our payroll service provides an electronic payslip service for your PA’s to access.

Employers are required by law to take out Employer’s Liability insurance. SMBC will arrange & pay for this. They provide 24 hour legal and employment advice on

01476 512 192 or they can be contacted via email on advice@ilgsupport.com

Employers have a legal responsibility to pay Statutory Sick Pay, Statutory Maternity Pay, Statutory Adoption Pay or Statutory Paternity Pay to any employees who qualify.

There is a requirement by law that employers inform HMRC when they take on new employees. Our payroll service will do this for you.

You must pay employers National Insurance Contributions and the employees tax & NI where applicable. This money is included in your Direct Payment amount. Our payroll service will work this out for you.

Employers are now required to enrol their ‘eligible jobholders’ into a pension scheme that meets specific conditions to be an automatic enrolment scheme. Our payroll service will do this for you.

Redundancy payments depend on how long a person has worked for you and are linked to the hours he or she works weekly.

It is mandatory for a PA supporting a child to have a current enhance DBS check.

It is strongly recommended that a PA supporting a vulnerable adult should be DBS checked. SMBC arrange & pay for DBS checks.

You need to ensure that employee’s personal data is kept safe and only used for legitimate purposes and you comply with General Data Protection Regulations.

General Data Protection Regulation

The GDPR (General Data Protection Regulation) came into force on 25/05/2018.

GDPR is the new data protection regulation. It applies to all individuals and organisations that collect, process and hold personal data. The regulation contains 6 key principles:

- Personal data should be processed fairly, lawfully and in a transparent way
- Data should be obtained for a specific and lawful purpose and not used for any other purpose than originally outlined
- Only data required for the outlined purpose should be collected (i.e. not collecting extra information 'just in case')
- Data should be accurate and kept up-to-date
- Data should be kept secure and in as few locations as possible
- Data should not be kept for longer than necessary

You as an employer must keep employees' personal data safe, secure and up to date. You must tell them how you will use their information, including if it is being shared with any third-party organisations. You must keep the following records (these are called statutory records):

- Tax and national insurance information
- For most workers it is advisable to keep records of individual hours worked to enable averaging over a period, to meet the requirements of the Working Time Regulations 1998
- Holidays, again for the Working Time Regulations 1998
- Pay, to ensure that the requirements of the Minimum Wage Act 1998 are being met, and to meet the statutory requirement that workers are issued with wage slips
- Paid sickness for more than four days and Statutory Sick Pay
- Accidents, injuries, diseases and dangerous occurrences. The Health and Safety Executive can advise on particular requirements and necessary assessments.

If there has been a data breach – meaning that someone who is not authorised has seen or is in possession of any personal data - it is mandatory that you report it to the Information Commissioners Office (ICO), within 72 hours of the breach. They can be reached on 0303 123 1113.

Note: All confidential information should be stored in a secure place.

For further information please follow this link:

<https://www.gov.uk/personal-data-my-employer-can-keep-about-me>

Recording Sickness

If your PA is ill and unable to attend work they should inform you as soon as possible to enable other arrangements to be made.

They will be entitled to Statutory Sick Pay (SSP) on production of an Employee's Statement of Sickness (form SC2) which

must be completed for sick leave of four days or more in a row.

The Direct.gov website includes about sickness and Statutory Sick Pay (SSP). For more information please visit <https://www.gov.uk/calculate-statutory-sick-pay> The points below may also be of help:

As an employer there may be occasions when you have to pay Statutory Sick Pay (SSP) to your employees if they are unable to work due to illness. Employees may be entitled to SSP if they meet certain qualifying conditions:

- Must earn at least the lower earning limit for National Insurance Contributions
- Have been incapable of working due to illness for at least 4 consecutive days, including weekends and public holidays (the first 3 days of illness are considered 'waiting days'.)
- SSP is paid for days that are 'qualifying days'. These are normally those days required to work under contract.
- The maximum liability to pay SSP is 28 weeks in one spell of sickness or 'linked periods of illness'.

Employers responsibilities:

- For the first 7 days of illness, your employee can provide a self certificate. After that period, you can request an official doctors' fit note.
- If your employee is not entitled to SSP or fails to meet the qualifying conditions, then after 4 days you are obliged to complete the form SSP1 and give this to your employee.
- SSP weekly payments are set by the government and should be paid at the same time and in the same way as wages for that period.
- SSP is a PAYE tax and NIC deductible benefit, although if this is the only payment received during a period of sickness then no NIC will be due.
- SMBC payroll will help you to calculate sick pay if you have an eligible employee. See useful contacts.

If they are sick for more than seven days, they must obtain a medical statement of fitness for work 'fit note' from their doctor. These forms must be sent directly to you. For absences of less than four days a written record will need to be kept.

Supporting a good working relationship

You will have a unique relationship with your personal assistant. It is important to have a good working relationship with them to ensure you get the care and support you need.

You should ensure you keep professional boundaries in place with your personal assistant ensuring they know you are their employer, and you respect their employment rights.

You may wish to meet with them on a regular basis to discuss their performance, often referred to as one-to-ones. This should be a two-way discussion which gives you a chance to assess whether your personal assistant is working in the way you want, talk through how the job is going such as what is going well or what needs improving. It should be an opportunity for you and your PA to share views and talk through issues. You should discuss any training that might be needed or available for your PAs. It's useful to keep notes as a record of the discussion, especially if either of you have agreed to do something. It's helpful to start doing regular one to ones from the beginning of the employment.

Any issues should be discussed early, you should agree with your personal assistant how they would bring up any issues they may have in order for them to be resolved quickly.

You should keep a copy of these discussions and give a copy to your personal assistant as a record.

Keeping yourself and your PA's safe

Whichever way you choose to arrange your support it's important to think about how you might keep yourself safe. It's important for you to think about how to protect yourself when your support is up and running. Make sure you have a policy and have discussed how gifts/bequests will be managed between yourself and your PAs.

- Make sure you've got the right cover under your insurance. If you employ a PA, you must have Employer's Liability Insurance. If you expect your PA to drive your car or to take you out in their car, make sure they are properly insured.
- Try not to leave money or personal information lying around.
- If you require a PA to go to the shops or cash machine make sure you get a receipt.
- Take action to make sure your money is secure.
- Keep a record and receipt of all transactions with your PA.
- Don't give your PA access to your bank accounts or pass responsibility for your accounts to your PA.
- Don't pay wages to your PA in cash.
- Don't agree to pay your PA an advance of their wages.
- Don't lend money to your PA, and don't borrow money from them.
- If you don't feel you are being supported in the right way then it is okay for you to say so. If you find this difficult then talk to the Council or your liability insurer and they can make sure you receive the right advice or help.

Health and Safety

Your home will become a place of work for your personal assistant therefore you have a responsibility to ensure that they have a safe place to work. You may wish to carry out a risk assessment with your personal assistant.

You should ask your personal assistant to raise any concerns and/or issues they have about their working environment with you regularly to avoid accidents in your home. Please see the links below for guidance around specific areas:

Health and Safety Law What You Should Know:

<http://www.hse.gov.uk/pubns/law.pdf>

Risk Assessment:

<http://www.hse.gov.uk/pubns/indg163.pdf>

Fire Prevention:

<https://firesafety.campaign.gov.uk/>

<https://www.gov.uk/government/publications/fire-safety-for-people-with-sight-hear>

<https://www.gov.uk/government/publications/fire-safety-for-people-with-sight-hearing-or-mobility-difficulties-or-mobility-difficulties>

Getting to grips with manual handling:

<http://www.hse.gov.uk/pubns/indg143.pdf>

First Aid at Work: <http://www.hse.gov.uk/pubns/indg214.pdf> <http://www.hse.gov.uk/pubns/indg347.pdf>

Food Hygiene A Guide for Businesses:

<https://www.food.gov.uk/print/pdf/node/219>

Smoking advice:

<http://www.hse.gov.uk/contact/faqs/smoking.htm>

Safeguarding

Adult and Children's Social Care have a responsibility to ensure people with care and support needs live a life free from abuse. This is sometimes called Safeguarding.

You may also find yourself worrying about the way your personal assistant or anyone else, is supporting you and need support to keep you safe.

You can contact Adult Social Care and/or Children's Services to discuss your concerns and ways to help you via the following options:

- For a child 0161 217 6028
- For an adult 0161 217 6029
- For an adult or child weekdays after 5pm or from 5pm Friday to 9am Monday please contact the Emergency Duty Team on 0161 718 2118.

Alternatively in an emergency please contact Greater Manchester Police on 101 or 999 in an emergency.

Contingency Planning with your Personal Assistant

As part of getting your personal assistant ready you may also wish to think about what happens if they are unable to attend work or you have an emergency. Having a clear contingency plan in place, agreed with your personal assistant(s) will make any urgent change or emergency less stressful and easier to deal with.

Your contingency plan should be to also consider who else needs to be made aware of the situation and could provide support if needed. This could be a family member, a friend or neighbour. You may also wish to ensure your GP, Social Worker and/or specialist nurse, for example, is also contacted.

There is a template for your contingency plan in Appendix I.

It is important that you keep a record of any training you give to your employees in regard to support needs. Your Insurance Company which provides your Employer's liability insurance recommends that you do this in case of a claim on your policy; the claim may not be honoured if this record is not in place.

All personal assistants who are employed by people who receive Direct Payments in Stockport are able to access training to support them in their jobs. There is a range of appropriate training personal assistants can access.

These courses are advertised via the Workforce Development course programme, with details of how to book a place and access the e-learning available.

<https://www.stockport.gov.uk/workforce-development/adult-social-care-training>

The e-learning courses can be accessed via Learning Pool please use the following instructions to create your account. To access the e-learning you will need to type in the following;

- <https://stockport.learningpool.com/login/index.php>
- Go to support and log in option
- Click on create an account
- Where it says payroll number – please put something in this box – maybe your initials and the date? ID030517
- Ignore the 'choose department' section
- Will need to scroll down to the bottom and say you are a personal assistant in adult social care and workforce development will approve your account
- You will then receive an email asking you to confirm it is you applying for an account

Confidentiality

Confidentiality is very important for you and your personal assistant. You will hold confidential details about them, and they will know confidential information about you.

You will need to make it clear to your personal assistant who they can share information about you with and in what circumstances.

Addressing any problems

Example, sharing information with your Social Worker, Doctor or nurse about your everyday health and/or needs.

You may wish to discuss what to do in an emergency, if you experience a medical emergency, or if a safeguarding concern arises they may need to share information at a time without your consent.

Remember confidential information should always be kept securely so that other people are not able to access it.

From the start you should establish boundaries about how you will relate to each other. You should discuss how you will deal with any problems that may arise. For example, if boundaries have become blurred or if either of you are unhappy with something.

Communication is vital to sorting out any problems, the quicker an issue is talked about the faster it can be resolved to stop small things becoming bigger problems.

You can receive advice and support from your allocated worker or Direct Payments Officer.

Alternatively, you will also receive Liability Employment Insurance from Mark Bates Limited which provides 24 hour legal and employment advice on 01476 512 192.

A sample of a Disciplinary Procedure and Grievance Policy can be found in Appendix H.

Self-Employed Personal Assistants

You may want to pay a self-employed personal assistant. This means when you pay them you don't need to take off tax, national insurance or pension. They should be doing this themselves. You also do not pay them holiday pay and they do not need to have an employment contract with you.

They should show you evidence of their terms and conditions and provide you with a contract to sign. They will very likely set their own fees, which you will need to discuss with them before they start working with you.

They will send you an invoice for their fees, this again needs to be decided before they commence working with you and they must provide proof of their own Liability Insurance. They will also have their own DBS check, you should request a copy of this and keep the copy for your records.

They should have any equipment they need to do their job and talk to you about your needs and how you wish for your care and support to be provided to you. They will also organise and pay for their own training; you should speak to them about what training and development would support them to support you better.

They should also organise cover when they go away so your care and support is still provided to you when they are on leave.

Are there any risks?

If someone is employed or self-employed this is called their status. You must check the personal assistant's status is correct. This is important for tax, employment

law and pension purposes. If you get a personal assistant's status wrong there could be serious consequences.

It is important to remember Stockport Council cannot pay any liabilities.

How can I check my personal assistant's employment status?

If your personal assistant says they are self-employed, or you treat them as self-employed, you can check their status on the HMRC website <https://www.gov.uk/guidance/check-employment-status-for-tax>

You can telephone HMRC on 0300 123 2326

You can also telephone the Pension Regulator Helpline on: 0345 600 1011 The ACAS helpline on: 0300 123 1100

Or you can ring the employment helpline provided by your insurance company Mark Bates Ltd.

If you get a personal assistant's status wrong there could be serious consequences.

If in doubt also call the Direct Payments Brokerage Officers on 0161 218 1411 and/or your allocated worker with Stockport Council (contact centre for Adult Social Care 0161 217 6029, Contact centre for Children's' Social Care 0161 217 6028).

Please refer to Appendix K for the Direct Payment Self-Employed Personal Assistant Checklist.

Useful Contacts

This section provides useful contact information that you may require whilst managing a Direct Payment. You may need to contact the council from time to time if your care and support needs change which may result in an increase or decrease in your care.

You can contact your allocated worker at any time to discuss anything that is worrying you. If you do not have an allocated worker then you can contact Adult or Children's Social Care at Stockport Council via the following methods:

For a child call 0161 217 6028

For an adult call 0161 217 6029

Direct Payments brokerage Officer
0161 218 1411

Direct Payments Payroll Contacts
Email: dp.payroll@stockport.gov.uk
Telephone: 0161 218 1880

HMRC Enquiries
(Tax and National Insurance)

Pension Enquires
(Pension Regulator Auto Enrolment)

Payroll Enquires
(Timesheets/Payroll Summary)

DP Brokerage Services Contacts
Email: dp.brokerage@stockport.gov.uk
Telephone: 0161 218 1411

The Brokerage Services Department can provide advice relating to the following:

- HR-related queries (such as holiday entitlement)
- Your Direct Payment money/allowance
- Recruiting new employees
- Terminating employees
- Rates of pay

Payment & Audit Contact

Email: ss.dpaudits@stockport.gov.uk
Telephone: 0161 475 6703

HMRC Contact

Employee Helpline (e.g. Tax Code Queries):
0300 200 3300

Legal advice

If you directly employ a PA and we have set up a liability insurance policy with Mark Bates then you can contact the Independent Living Group for advice regarding employment matters 24 hours/7days a week on 01476 512 192 or via email at advice@ilgsupport.com

Peer support relating to PA employers can be found at ilgcommunity.com There is a Facebook page where experiences, queries and support can be shared along with other resources.

Appendix A

Template for Personal Assistant advert

Sample job description and person specification

Job title: Personal assistant (PA)

Reporting to: (Your name)

Location: (The area where you live - do not put your home address)

Job purpose:

To assist with a variety of tasks which will enable/assist the employer/person who needs care and support to live their personal and social life according to their wishes and interests.

This role involves live-in or overnight support.

About the employer:

Give a pen picture of you/the person who needs care and support, for example, gender, age, likes, pets and hobbies.

Give a pen picture of your/the person who needs care and supports' circumstances, for example, wheelchair user, complex health/care needs, specific medical or other conditions such as Cerebral Palsy, Epilepsy, Downs Syndrome, a learning disability or brain injury.

Main duties:

Social duties, for example, support to:

- Keep in touch and socialise with family and friends
- Attend adult education classes
- Attend medical appointments
- Do hobbies such as dog walking, yoga or playing a sport
- Attend social events such as music gigs or the cinema
- Attend work.

Personal care, for example, support with bathing, showering, shaving, teeth cleaning, dressing, catheter care, PEG feeding, administering medication, eating or performing exercises/physiotherapy.

Domestic duties, for example, support with grocery shopping, cooking and serving nutritious meals and snacks, cleaning, changing linen, laundry, ironing and gardening.

These duties may vary from day-to-day.

Type of person that you/they are looking for:

- Values, for example, honest, reliable, punctual, non-judgemental, ability to build good relationships based on trust and respect, flexible, adaptable, easy going, able to work alone, positive, willingness to travel, understands equality and diversity or has a good sense of humour.
- Specific requirements, for example, someone with an understanding of a specific condition, or has a shared language or customs.
- Other: for example, due to the nature of this role including medical/personal care the potential employer will be considering female/male applicants only.

What you can expect to receive:

Use this section to attract people to the role, for example, you could say that full training will be given, how they will be supported during their induction/first few weeks of working with you, access to other training opportunities, competitive rate of pay, flexible working and workplace pension.

Hours of work:

List the days and hours of work – you can add ‘flexible hours to be mutually agreed’ if you wish.

Rate of pay:

£12.27 per hour with on costs £15.47 (2024/25).

Skills, qualifications and experience – you can add skills or qualifications that are relevant for you:

Essential: list the essential skills, qualifications and experience that personal assistants need to have, for example:

- Driving licence
- Car and appropriate insurance
- Knowledge of a particular language or culture
- Able to swim
- Nursing qualification
- Confidentiality
- Good at building relationships
- Specialist communication skills, for example, British Sign Language or Makaton, or a willingness to learn them.

Preferred: list the desirables: Skills, qualifications and experience that you would like your personal assistant to have, for example:

- Computer literate
- Good communicator
- Likes dogs or other pets
- A good listener

Please send your CV to:

Direct Payment Brokerage Officer at dp.brokerage@stockport.gov.uk

Sample Job Description

GENERAL

I am disabled as a result of a spinal injury. It will be the job of my Personal Assistants to assist me in the main areas of domestic and personal need. By providing assistance I will be able to lead an individual and independent lifestyle in my own home within the community.

My Personal Assistant should be able to handle the physical skills of lifting, handling, pushing and bending. They will not need to be a strong person to do the job well, but good general health is important. They should also feel confident to ask what my needs are and also be willing to listen to my requests and the directions that I give.

DUTIES

Personal Care Requirements

- Bathing in bed/bathroom/chair.
- Assisting in and out of bed/wheelchair.
- Assisting me to use the toilet and attend to my personal hygiene requirements.
- Assisting with dressing and undressing.
- Attention to personal grooming, care of hair, nails, feet etc.
- Daily exercise, movements of limbs as required, mainly in the mornings.
- Serving and cutting of food as required.

General Domestic Tasks

- Making and changing of bed.
- Laundry – washing and ironing.
- Housework, including cleaning, dusting, vacuum cleaning of rooms, furniture and fitments.
- Other general areas of household maintenance and shopping.
- Preparation, cooking of meals and washing up.

Examples of Other Duties

- Assistance in and out of car.
 - Preparation of car prior to use.
 - Cleaning and tidying of car.
 - Upkeep and maintenance of equipment, e.g. wheelchairs, hoists and other aids.
 - Escorting to meetings, places of leisure etc.
- Note: All needs will vary from day-to-day and duties will alter accordingly.

- Qualifications and Personal Qualities Required
- Ability to accept responsibility
- Reliability and trustworthiness
- Willingness to learn the job well
- Clean personal habits

Other Responsibilities

- Arrive at the scheduled time, ready to start work. Let me know if you're going to be more than 10 minutes late.
- Confidentiality: I will need you to respect my privacy. Many problems can arise from casual conversation about the care and assistance that you give maintain a professional approach at all times
- Attitude: Appreciate the strains and stresses involved for me and the affect this can have on the acceptance of your help.
- You should respect the possessions and equipment in my home use of the telephone heating television radio et cetera are at my discretion.

Training

- Training will be available in certain key areas you should be prepared to attend any relevant training sessions, read any training literature provided and follow procedures.

Appendix B

Template Letter for Job Interview

Sample letter inviting people to interview

Your name
c/o Direct payment Brokerage Officer: dp.brokerage@stockport.gov.uk

Date:

Name of applicant:

Address of applicant:

Dear (applicant's name)

Personal Assistant position

Further to your application for the position of personal assistant, I would be delighted if you could attend an interview on(date) at (time) at (address).

Please write to the above address to confirm that you are able to attend
(You may want to include a map for the location of the interview.)

(If you are paying people's interview expenses, put the details here)

I look forward to seeing you.

Yours sincerely,

(Your name)

*Put a return address on the letter. Use the address that you used for applications.

Appendix C

Template Letter for Job Offer

Sample letter offering the job

Your name
c/o Direct payment Brokerage Officer dp.brokerage@stockport.gov.uk

Date:

Name of applicant:

Address of applicant:

Dear (applicant's name)

Offer of employment

Further to your recent interview, I am pleased to be able to confirm the following offer of employment, subject to satisfactory references.

Job title	
Hours of work	
Annual leave	
Probationary period	
Salary	
Start date	

Yours sincerely,

(Your name)

*Put a return address on the letter. Use the address that you used for applications.

Appendix D

Template Letter for Unsuccessful candidate

Sample letter turning down an applicant

Your name

c/o Direct payment Brokerage Officer dp.brokerage@stockport.gov.uk

Date:

Name of interviewee:

Address of interviewee:

Dear (interviewee's name)

With regards to the interview held on (date) for the position of personal assistant, I regret to inform you that you have not been successful on this occasion.

(If you are offering people feedback on why they did not get the job, say so here and give details about how they can contact you.)

Thank you for taking the time to make your application and attend the interview and I hope you find a suitable position in the near future.

Yours sincerely,

(Your name)

*Put a return address on the letter. Use the address that you used for applications.

Appendix E

Template for Requesting a Reference

Sample letter requesting a reference

Your name

c/o Direct payment Brokerage Officer dp.brokerage@stockport.gov.uk

Date:

Name of interviewee:

Address of interviewee:

Dear (Referee's name)

I have been provided your details as a referee for (Personal Assistant's candidate's name) for the position of my Personal Assistant.

Could you please provide a reference with specific regard to the following:

- Your relationship with them
- How long they were employed by you
- The reason for them leaving
- Their suitability for this role

I will look forward to hearing from you.

Yours sincerely,

(Your name)

*Put a return address on the letter. Use the address that you used for applications.

Appendix F

Template for Timesheet

Timesheet via email

Timesheets should be sent to dp.payroll@stockport.gov.uk. Please type the timesheet details in the body of an email (as shown below). You can alternatively attach a hardcopy timesheet to your email, if you wish.

All of the following information must be included in all timesheets:

Timesheet Month

Employer Name

Employee Name

Basic Hourly Rate (£)

Number of Hours

[If there is more than one rate to be paid, please provide these details too]

This page must be fully completed in order for Stockport Council – Direct Payments Payroll to process wages correctly and produce accurate information for you.
Incomplete or late timesheets may not be processed.

Timesheet Month		Date Completed	
-----------------	--	----------------	--

By signing this sheet, you are confirming that the hours stated below are correct.

Full Employer Name		Signature
Full Employee Name		Signature

Payment Type	Rate to be paid (please circle)	Total number of hours
Basic Pay Hourly	£ per hour	
Weekend Rate	£ per hour	
Waking Night Rate	£ per hour/session	
Sleeping Night Rate	£ per hour/session	
Holiday Pay	£ per hour/session	
Other Rate (please specify below)	£ per hour/session	
Expenses (Excluding mileage)	£	

Mileage	Mileage Rate	Total number of miles
	£0.45 per mile	

Contact Information (for any timesheet queries)	
---	--

Please ensure that this timesheet has been received by Direct Payments Payroll
 (details below) **before the 19th of the month**
(for December only, it must be received by the 12th of the month)



STOCKPORT
 METROPOLITAN BOROUGH COUNCIL

Direct Payments Payroll
 Corporate & Support Services Directorate
 2nd Floor, Stopford House (South End)
 Stockport SK1 3XE
 Telephone: 0161 218 1880
 Email: dp.payroll@stockport.gov.uk

Appendix G

Template of Employment Contract

Employer's name:

Employee's name:

Date of commencement of employment:

Main place of work:

(Should the Employer move to a new address but remain within the existing Local Authority area, the Employer's new address will constitute your place of work).

Job title: Personal Assistant

Duties and responsibilities:

As set out in the job description. The employer may require you to carry out other reasonable duties as required.

Probationary period:

There will be a probationary period of(*usually three months). At the end of this period, the position will be reviewed and, if satisfactory, the continuation of your employment will be confirmed. During the probationary period, either party can terminate employment by giving one week's notice.

Hours of work:

Your hours of work will be:

- (Insert number of hours) weekday hours
- (Insert number of hours) weekend hours
- (Insert number of hours) sleepover(s)

There is a need for the employee to be flexible and these hours may be changed as required according to the employer's needs. If hours need to be changed or additional hours worked, the employer will give as much notice as possible.

Lateness:

If you are going to be more than 10 minutes late you are required to contact the employer as soon as possible, but at the very latest 30 minutes before you are due to start work.

Appendix G continued: Template of Employment Contract

Salary:

As an hourly paid employee your salary will be:

- £(insert weekday hourly rate before National Insurance Contributions or Tax deductions) for weekdays
- £(insert weekend hourly rate before National Insurance Contributions and Tax deductions) for weekends and bank holidays
- £(insert rate for sleepover before National Insurance Contributions and Tax deductions) for sleepovers.

Your salary is payable (insert either monthly or weekly) and will be paid on (insert date of salary payment. If monthly, it could be the third working day of the month or last Friday in the month, for example. If weekly, insert day of payment) by (insert direct payment into your bank/cheque/cash). The employer will deduct National Insurance and Income Tax as required by law.

The employer may also deduct any overpayment of wages or holiday entitlement.

Pensions:

Pension contributions are included in the Direct Payment hourly rate, you will ensure payments are made.

Time sheets:

You will be required to complete a (insert either monthly/weekly depending on payment of salary) signed time sheet and submit this to the employer on (insert day of the month or week giving time to work out wages or send to payroll agency to ensure wages can be paid on the given date).

Holiday entitlement:

The holiday year is from (insert holiday year – usually either 1 January–31 December or 1 April–31 March). Your holiday entitlement must be taken during this period. Payment will not be made for any unused holiday and these cannot be taken into the next holiday period.

The full amount of your holiday entitlement is (insert number of weeks and/or days) per year, pro-rata, per completed months employment. One week being the equivalent of weekly hours worked.

Bank holidays may be booked as annual leave or will be paid at the usual rate.

Holidays must be agreed with the employer at least (insert how many weeks – four weeks is usual) in advance. You may not take more than (insert number of days – 10 days is the usual) working days consecutively without the employer's prior written consent.

If you leave employment and you have exceeded your holiday entitlement, this will be deducted from your final wage. If holiday entitlement is owed, you will be paid for the outstanding entitlement.

(Take out if this is not appropriate) If it is agreed that you will accompany your employer on holidays as part of the required support, this time will be counted as working hours and you will not be expected to use your holiday entitlement.

Appendix G continued: Template of Employment Contract

If you are required to assist the Employer on holiday, this will be individually negotiated with you. You may be asked to work outside the UK for a period not exceeding 1 month.

In the event that you agree to accompany the Employer on a holiday or trip which requires you to work in manner which is not already set out in this agreement, the Employer will set out an alternative agreement as to the terms of your work during that period and issues as to pay and hours of work may alter accordingly.

Sick leave:

If you are ill and unable to attend work you should inform your employer as soon as possible to enable other arrangements to be made.

You will be entitled to Statutory Sick Pay (SSP) on production of an Employee's Statement of Sickness (form SC2) which must be completed for sick leave of more than three days or a medical certificate for sick leave of more than seven days.

These forms must be sent directly to your employer.

Termination of employment:

During the probationary period either party requires one week's notice.

Up to two years of continuous employment, you will be given one week's notice.

After two years continuous service, you will be given one additional week's notice for each completed year, up to a maximum of 12 weeks' notice.

After satisfactory completion of your probationary period you are required to give (insert notice period, for example, one month) notice in writing irrespective of length of service.

The employer reserves the right to pay your basic salary in lieu of notice instead of requesting that you work your notice period. In these circumstances you may not be employed by any other person or company whilst receiving pay in lieu of notice.

The employer reserves the right to dismiss you without notice in cases of serious breach of the terms of your employment, gross misconduct or gross negligence by you.

Confidentiality:

All information regarding the employer, the employer's family and the employer's domestic or personal circumstances is strictly confidential and cannot be discussed with a third party without the employer's specific permission, or in an emergency situation.

The employer will hold personal information about you as personnel records. The employer will abide by the Data Protection Act and disclose this information only to the relevant third parties e.g. HM Revenue and Customs.

Appendix G continued: Template of Employment Contract

Grievance procedure:

If you have a grievance you should comply with the grievance procedure.

For more information contact ACAS on 08457 474747 or see their grievance procedure guidance on www.acas.org.uk/dgcode.

Disciplinary procedures:

Minor problems will be dealt with and resolved informally.

In cases of more serious problems, depending on the seriousness of the breach of terms and conditions of contract or conduct and performances of your duties, one of the following disciplinary actions may be taken.

A verbal warning which will be confirmed to you in writing and recorded in your personnel file for a period of (six months is usual, but you must specify).

A first written warning, which will be confirmed to you in writing and recorded in your personnel file for a period of (12 months is usual, but you must specify).

A final warning which would be confirmed to you in writing advising that further misconduct could lead to dismissal and recorded in your personnel file for a period of (12 months is usual, but you must specify).

Dismissal

In case of gross misconduct there will be no period of notice given. If you are in your probationary period or first year of employment only one warning is required before dismissal.

Before any of these actions are taken, you will receive a letter setting out the details of the alleged misconduct and inviting you to a meeting to discuss the matter. You will have the right to be accompanied to the meeting by Work colleague or a trade union representative.

After the meeting you will be informed if any further action will be taken you have the rights to appeal but must do so within 10 working days of receipt of the notification of the decision.

Appendix H

Template of Disciplinary Letter

Here is a sample disciplinary form.

ACAS has a more detailed version called 'The ACAS Code of Practice on Discipline and Grievance', which you can download at www.acas.org.uk.

1. Purpose of the policy

The aim of this policy is to support good conduct and performance. This policy sets out the action which will be taken when disciplinary rules are breached.

(Guidance Notes 1: The purpose should remind people that the policy is not designed as a dismissal procedure, but as a means of encouraging personal assistants to meet a good standard.)

2. Principles

If you are subject to disciplinary action:

- the procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues. No disciplinary action will be taken until the matter has been fully investigated.
- at every stage you will be advised of the nature of the complaint, be given the opportunity to state your case, and to be represented or accompanied by an advocate of your choice (this could be a fellow employee, a union representative or a friend).
- you will not be dismissed for a first breach of discipline except in the case of gross misconduct, when the penalty will normally be dismissal without notice and without pay in lieu of notice.
- you have a right to appeal against any disciplinary action taken against you.

(Guidance Notes 2: Employers often lose at employment tribunals because they did not comply with the procedure – so always follow the procedure.)

3. Informal discussions

Before taking formal disciplinary action, I will make every effort to resolve the matter through informal discussions with you. Only where this fails to bring about the desired improvement will the formal disciplinary procedure be implemented.

(Guidance Notes 3: Make sure that personal assistants understand the difference between a routine complaint and action taken under the policy.)

Template of employment contract

4. First warning

If your conduct or performance is unsatisfactory, you will be given a written warning. This warning will be recorded, but disregarded after (insert number of months - usually six or 12 months) months of satisfactory work. You will be informed that a final written warning may be considered if there is no sustained satisfactory improvement or change. (Where the first offence is serious, for example, because it is having a serious harmful effect, I may move directly to a final written warning.)

Appendix H continued: Template of Disciplinary Letter

(Guidance Notes 4: It can be unfair to keep details of warnings on an employee's file indefinitely. Unless a warning is for a very serious matter, it should be disregarded after a reasonable amount of time, for example, six months to a year. The written warning should accurately record the warning given at the disciplinary interview. Do not write the warning before the interview.)

5. Final written warning

If the offence is serious, there is no improvement in standards, or if a further offence of a similar kind occurs, a final written warning will be given. This will include the reason for the warning and a note that if no improvement results within (insert number of months - usually six or 12 months) months, you will be dismissed.

(Guidance Notes 5: The warning should state clearly that dismissal will result from a failure to comply. Except in cases of gross misconduct, employees should receive notice or payment in lieu.)

6. Statutory discipline and dismissal procedure

If you face dismissal, the minimum statutory procedure will be followed.

This involves:

- step one: a written note to you setting out the allegation and the basis for it
- step two: a meeting to consider and discuss the allegation
- step three: a right of appeal including an appeal meeting.

You will be reminded of your right to be accompanied by an advocate.

7. Gross misconduct

If, after investigation, it is confirmed that you have committed an offence of the following nature, the normal consequence will be dismissal without notice or payment in lieu of notice: theft, damage to property, fraud, incapacity for work due to being under the influence of alcohol or illegal drugs, physical violence, bullying and gross insubordination.

(Note: the list is not exhaustive)

While the alleged gross misconduct is being investigated, you may be suspended, during which time you will be paid your normal pay rate. Any decision to dismiss you will be taken by me only after full investigation.

8. Appeals

If you wish to appeal against any disciplinary decision you must appeal in writing within five working days of the decision being communicated to you. Someone who was not involved in the original disciplinary action will hear the appeal and decide the case as impartially as possible

(Note: you will need to think in advance who this might be, for example, a local advocacy agency, independent living advisor, direct payment support service or user led organisation.)

(Guidance Notes 6: Operating the disciplinary procedure. The 'ACAS Advisory Handbook – Discipline and Grievances' at work gives some useful information. You can download it at www.acas.org.uk/dgcode or order it from 08456 06 16 00.)

Appendix H continued: Template of Disciplinary Letter

Before taking disciplinary action using the procedure, it will be ensured that:

- the matter cannot be resolved through informal counselling
- the matter has been fully investigated
- you are told that you will be interviewed and have the right to be accompanied by a fellow employee, friend or a trade union official of your choice.

At the disciplinary interview, it will be ensured that:

- you know the details of the allegation
- you have the opportunity to put across your side of the matter
- any disciplinary measure is appropriate to the circumstances.

If a warning is given, it will tell you:

- the level of improvement required
- the date by which it is to be achieved
- what will happen if it is not
- how to appeal.

Sample grievance policy

1. Introduction

This policy is to help resolve grievances that you have, relating to your employment, as quickly and as fairly as possible.

2. Informal Discussions.

If you have a grievance about your employment, you should discuss it informally with me. I hope that most concerns will be resolved in this way.

3. Statutory Grievance Procedure.

If you feel that the matter has not been resolved through informal discussions, you should raise it formally. You should follow the procedure below under the statutory grievance procedure.

Step one. You must inform me of your grievance in writing

Step two. I will invite you to a meeting to discuss the grievance and notify you in writing of the decision. You have the right to be accompanied by a representative at all grievance meetings. This could be another employee, friend or union representative.

Step three The right of appeal including an appeal meeting.

4. Appeals.

If you wish to appeal against any decision, you must appeal in writing within five working days of the decision being communicated to you. Someone who was not involved in the original grievance will hear the appeal and decide the case as impartially as possible.

(Note you will need to think in advance who this might be for example, it could be a local advocacy agency, independent living or direct payment advisor or user-led organisation).

Appendix I

Contingency Plan

Personal Assistant Contingency Planning

This contingency plan should be used to support you and your Personal Assistant with agreeing what steps should be taken should they be unable to support you, or if you experience a medical, carers or personal/professional emergency.

You should detail with your Personal Assistant how you wish for them to respond in an emergency and what should happen should they not be able to provide you with support.

Details of Contingency Plan

The following information should be shared and treated as confidential.

Emergency Contact:

Family/Friends Support network:

-
-
-

General Practitioner (GP):

Specialist Health Professionals:

Plans for my Pets – what you need to know:

Preferred Care Provider or PA as alternative to PA (including contact details):

-
-
-

Appendix J

Record of Leave

When you wish to take any of your annual holiday entitlement, you should complete the form accordingly and submit it to your employer for signature, **giving adequate notice**.

Your holiday card should be kept in a safe place, as it is your record of holidays taken and outstanding.

Name:		
Year entitlement:	From:	To:
Number of hours entitled to:		

Inclusive dates		Number of hours taken		Approved by employer
From	To		Remaining	

Appendix K

Direct Payment self-employed personal assistant checklist

Checks required prior to engaging a Self-employed Personal Assistant

If you are engaging the services of a self-employed personal assistant to provide your care and support you will need to ensure that they have the following in place prior to employing them:

Right to work in the UK: You will need to check that your PA has the right to work in the UK. Details on how to do this can be found here: https://www.gov.uk/government/publications/right-to-work-checklist	YES / NO
Public Liability Insurance: As a self-employed personal assistant your PA is required to have their own public liability insurance in place.	YES / NO
Unique Taxpayer Reference (UTR): You will need to provide to Merton's direct payment team the HMRC letter detailing your PA's unique UTR. This is to ensure your PA adheres to HMRC rules and is properly registered to pay tax and NI. (Please note without this information the direct payment team will not be able to proceed with setting up your direct payment). For further details see: https://www.gov.uk/employmentstatus/selfemployedcontractor	YES / NO

Please note the above need to be in place at the time of yourself being signed up to Stockport's direct payment scheme before you can start to receive a direct payment from the Council

Appendix K continued: Direct Payment self-employed personal assistant checklist

Please sign below to confirm you have completed and understood all the documentation/checks required.

Name:

Signature:

Date:

Direct Payment Brokerage Officer Name:

Date:

Please note it is an offence to employ illegal workers and penalties do apply.
Please see the following government guidance:

<https://www.gov.uk/penalties-for-employing-illegal-workers>

Self-employed status – details on how to determine self-employment can be found here:

<https://www.gov.uk/employment-status/selfemployed-contractor>