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**Employing a personal assistant directly**

Appointing someone yourself gives you more choice and control over who cares for you or your loved one and what tasks they do.

However, it also immediately turns you into an employer, with all the legal, financial and practical issues that entails.

**Recruiting a carer or personal assistant**

As an employer, you must make sure that any prospective worker is eligible to work in the UK before you employ them. Ask to check people’s passports or other ID to prove they’re from the European Economic Area or have a visa to work here.

Remember to keep a copy of the paperwork.

For more information on the right to work in the UK, visit the Home Office website here: <https://www.gov.uk/check-job-applicant-right-to-work>

**Disclosure and Barring Service (DBS) checks (previously CRB checks)**

You must get a copy of the DBS check for anyone you’re looking to employ before you interview them or let them into your home. You can get more information about DBS checks on the Direct Gov website: <https://www.gov.uk/dbs-check-applicant-criminal-record>

**Job interviews**

Once you have received job applications, select the people you'd like to interview for the job. You can ask a friend or relative to go to the interviews, especially if they are taking place in your own home.

Before the interviews, you should prepare a list of questions that cover the key aspects of the job.

**References**

When you've decided who to offer the job to, you are responsible for checking they are suitable. You should always ask for and check out at least two references. One should ideally be a current or recent employer.

References should not be from someone related to the applicant or a personal friend.

**Drawing up an employment contract for a carer or personal assistant**

You’ll need to provide a written statement of employment, including the specific tasks the personal assistant should provide, place of work, working hours, pay rate, duration of employment and holiday entitlement. You can find further information and a downloadable template here: <https://www.gov.uk/employment-contracts-and-conditions/written-statement-of-employment-particulars>

Your Social Worker can also give you a basic template via email or as a hardcopy.

**Pay and tax**

You must pay your personal assistant at least the minimum wage. You can check current rates here: <https://www.gov.uk/national-minimum-wage-rates> . If the disabled persons care needs are more complex, this is usually reflected in a higher rate of pay

You might also be responsible for deducting tax and National Insurance from their wages and have to pay the employer’s National Insurance contribution. You can use the services of an accountant to work this out for you and produce payslips.

**Local Community Accountancy Services**

ERVAS [www.ervas.org.uk](http://www.ervas.org.uk)

Hull CVS [www.hullcvs.org.uk](http://www.hullcvs.org.uk)

**Insurance**

As soon as you hire a carer, you will need to get Employers’ Liability Insurance. This form of insurance is a legal requirement and you can end up being fined £2,500 every day that you are not covered. Employers’ Liability Insurance will protect you if your employee has an accident or injury at work.

Public Liability Insurance is optional, but is still something you should consider. This type of insurance will protect you against any damage or injury you or your carer cause to another person while your carer is working for you.

There are lots of companies offering competitive policies, so it is worth using a comparison site to look at the different policies available.

**Holidays**

All employees are entitled to holiday allowances. You can use the Direct Gov holiday entitlement calculator to work out your employee’s entitlement, even if they work part time or irregular hours <https://www.gov.uk/calculate-your-holiday-entitlement>

**Disputes**

ACAS provide a range of templates, tools and a free advice service for employers and employees

<http://www.acas.org.uk>