



Fact Sheet DP3 August 2012

Your responsibilities as an employer

Employing people yourself



When you are looking for a Personal Assistant, you don't have to go through an agency to find one.

You can employ staff directly yourself.

The benefits

There are many benefits to employing your own staff. You have more choice about:

- how, where and when you receive your support
- who you employ (this could be a person recommended to you by someone else)

- having the same Personal Assistant. This helps you to build a good working relationship.

Your responsibilities

If you choose to employ a Personal Assistant (P.A.) yourself, you become an employer.

The Direct Payments Advisory Service offers information, support and advice with your responsibilities as an employer. They can also provide you with template documents to help you, such as a contract between yourself and your PA.

Your responsibilities will include:

- what the law says you must do around holiday and sick pay
- calculating wages
- health and safety issues
- what you need to know if you are employing a foreign worker
- arranging Public Liability and Employers insurance.

Start up support



If you employ your own staff when you start receiving Direct Payments, we give you one extra payment. This is called a Start Up payment.

The Start Up payment covers things like Employers' Insurance.

If you use an agency, you will not receive a Start Up payment. This is because the agency pays for the insurance and other costs for their staff.

Your social worker or care manager can tell you more about Start Up payments.

HMRC gives advice and information for new employers about paying wages, employer checks, tax, national insurance, sick pay for employees.

“HM Revenue and Customs (HMRC) has a helpline especially for new employers.”

Tel: 0845 60 70 143

Textphone: 0845 602 1380

Monday to Friday, 8am to 8pm.

Saturday and Sunday, 8am to 5pm

Website: www.hmrc.gov.uk/employers

“Business Link’s website provides information about what you need to do as an employer.”



Website: www.businesslink.gov.uk

Direct Payments Advisory Service
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DirectPaymentsAdvisoryTeam@barnet.gov.uk

If you need this factsheet in a different format or language, please contact the Communications Officer for Adult Social Care and Health on:

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