

Adult Social Care

Employing a Personal Assistant



A Personal Assistant can provide the exact care and support that you need when you need it so that you can continue to live independently in your own home or be supported out in the community, whether you are using funding from Derby City Council or paying privately.

There are many benefits to employing a Personal Assistant:

- They work for you
- You decide what you want them to do
- You decide when you want them to work.

When you employ a Personal Assistant, this means you become an employer. This can sound daunting as there are lots of things to think about. The good news is there is lots of help available.

What sort of things do I need to know?

Some of the things you will need to think about when employing your own Personal Assistant include:

- creating contracts of employment
- payroll
- the recruitment process
- risk assessments and health and safety considerations
- registering yourself as an employer
- public and employer's liability insurance
- accounting
- rotas and timesheets
- what to do if something goes wrong
- annual leave and sick leave for your Personal Assistant
- redundancy payments.

There are organisations that can help you with these, for a charge.

Some of the things listed are sometimes included as part of an insurance policy, for example some insurance policies can help you with dealing with disputes with your Personal Assistant.

Insurers who provide Employer Liability Insurance may also offer free advice to support you in your roles as an employer. You will need to check the policy details with your insurer.

Where can I get help?

There are a number of organisations and websites that can provide information and advice on employing your own Personal Assistant.

A good place to start is the Employing Personal Assistants toolkit available on the Skills for Care website:

www.skillsforcare.org.uk/employingpas

Being the Boss is a website that shares information based on the experiences of disabled people who employ Personal Assistants: www.beingtheboss.co.uk

The Personal Assistant Network is a website designed to provide information and guidance to people who are thinking about employing a Personal Assistant as well as those who already do: www.panet.org.uk

Which organisations can help me?

There are a number of organisations that, for a charge, can provide support when employing your own Personal Assistant. The support available can include such things as:

- personal budget money management
- payroll service
- end of year tax return
- Disclosure and Barring Service check - previously known as Criminal Records Bureau (CRB) check
- recruitment support
- support planning and brokerage
- financial returns support.

Contact us

For further information and advice contact Adult Social Care:

Telephone: 01332 640777

Web: www.derby.gov.uk/healthandsocialcare

Email: customerservices@derby.gov.uk

Call in and see us:
The Council House
Corporation Street
Derby
DE1 2FS

Here are a few organisations that can help, other organisations are also available, and we suggest asking for prices from a few different organisations before you decide which one to use:

Disability Direct

Telephone: 01332 299449

Web: www.disabilitydirect.com/derby

Email: info@disabilitydirect.com

Enrychpay

Telephone: 01530 832926

Web: www.enrych.org.uk

Email: Colin.edis@enrych.org.uk

Rosekel Resourcing

Telephone: 0844 887 0273

Web: www.rosekelresourcing.com

Email: info@rosekelresourcing.com

Penderels Trust

Telephone: 0845 0500 862

Web: www.penderelstrust.org.uk

Email: enquiries@penderelstrust.org.uk

Rowan

Telephone: 02476 322860

Web: www.therowan.org

Email: orders@therowan.org

We can give you this information in any other way, style or language that will help you access it. Please contact us on: 01332 640777
Minicom: 01332 640666

Polish

Aby ułatwić Państwu dostęp do tych informacji, możemy je Państwu przekazać w innym formacie, stylu lub języku.

Prosimy o kontakt: 01332 640777 Tel. tekstowy: 01332 640666

Punjabi

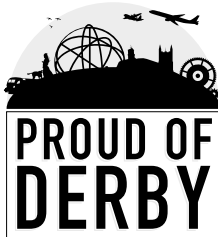
ਇਹ ਜਾਣਕਾਰੀ ਅਸੀਂ ਤੁਹਾਨੂੰ ਕਿਸੇ ਵੀ ਹੋਰ ਤਰੀਕੇ ਨਾਲ, ਕਿਸੇ ਵੀ ਹੋਰ ਰੂਪ ਜਾਂ ਬੋਲੀ ਵਿੱਚ ਦੇ ਸਕਦੇ ਹਾਂ, ਜਿਹੜੀ ਇਸ ਤੱਕ ਪਹੁੰਚ ਕਰਨ ਵਿੱਚ ਤੁਹਾਡੀ ਸਹਾਇਤਾ ਕਰ ਸਕਦੀ ਹੋਵੇ। ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਟੈਲੀਫੋਨ 01332 640777 ਮਿਨੀਕਮ 01332 640666 ਤੇ ਸੰਪਰਕ ਕਰੋ।

Slovakian

Túto informáciu vám môžeme poskytnúť iným spôsobom, štýlom alebo v inom jazyku, ktorý vám pomôže k jej sprístupneniu. Skontaktujte nás prosím na tel.č: 01332 640777 Minicom 01332 640666.

Urdu

یہ معلومات ہم آپ کو کسی دیگر ایسے طریقے، انداز اور زبان میں مہیا کر سکتے ہیں جو اس تک رسائی میں آپ کی مدد کرے۔ براہ کرا: 01332 640777 پر ہم سے رابطہ کریں۔ منی کام 01332 640666



Derby City Council