



Direct Payments Factsheet – Recruiting Staff

Should you choose to employ a Personal Assistant (PA) or carer, you will also need to follow all employment regulations.

BUT don't be put off by this – The council's Direct Payments Support Team, its support organisations and Advocacy Group will give all the necessary help and advice you need to sort this out. They will go through the forms with you and tell you what you need to do; you won't be left on your own. Many people manage the system once it's up and running, but advice is always available, should you need it.

Employment law will apply to you as an employer and you must ensure that you stay within the law.

Things to think about:

- Writing job descriptions, job specifications, job adverts, preparing job application packs.
- The Personal Assistant's conditions of service (rates of pay, hours, breaks).
- What they will do, how and when.
- What training is needed.
- What you will do when they take annual leave, are sick or need other unplanned time off work.
- How to keep safe when advertising, interviewing and recruiting.

The council recommends that:

- You do not put your home address, telephone number or details about yourself on the job advert. You could ask the Job Centre to advertise for you. They have their own process which will help you to stay safe or you can perhaps use a mail box number.
- You make sure that you ask for 2 written Job References from the people you interview and follow them up.
- When you interview people you do it away from your home address if you can and have someone with you to support you.

You must comply with employment legislation and the council strongly advises you have support to do this.

Skills for Care toolkit 2 'Recruiting a Personal Assistant' provides step by step support.



<http://www.employingpersonalassistants.co.uk/recruiting-a-personal-assistant/>

Disclosure and Barring Service (DBS)

Haringey Council recommends that a DBS check (formally known as CRB) is carried out on any person you wish to employ. The Direct Payment Support Team can provide more information and support undertaking this process.

When the Personal Assistant starts working with you it is advised that you arrange for a friend or relative or someone you trust to spend some time with you.
