

Fact Sheet -9



Becoming an employer

Employing a Personal Assistant (PA) will involve a lot of planning. You will need to write a job description advertise and interview for the post. You will need to keep records of the hours your child's Personal Assistant has worked and how much you have paid them.

If you employ a Personal Assistant, you will need to:

- Pay them at least the national minimum wage
- Pay Tax and National Insurance contributions
- Pay holiday pay
- Pay statutory sick pay
- Pay statutory maternity/paternity or adoption pay
- Purchase employers' liability insurance
- Issue them with an employment contract.

Costs which will be included within the budget allocation:-

- **Personal Assistant wages** – this has to be at least the minimum wage
- **Holiday Pay** – if your Personal Assistant is full time they are entitled to holiday pay each year including Bank Holidays.
- **Employer's Liability Insurance** – you need this in case your Personal Assistant has an accident or becomes ill as a result of working for you.
- **Employer's National Insurance Contributions** – For more help with National Insurance and tax issues contact the HMRC (contact details at back of this guide).
- **Financial Management** – if you use a third party to sort out your Personal Assistant's wages.



Care Providers

Once a Health Budget has been implemented Personal Assistants become Care Providers as they are now providing Health Care.

It is compulsory in a Health Budget or Direct Payment made by Health that the care giver or provider of care is checked through the Disclosure Barring Service.

If a child or young person is in receiving a personal Health Budget any care giver or provider must be trained to competencies required to carry out tasks and these are reviewed annually. This is to ensure that there is appropriate training in place to meet any changing need in the child or young person's Health Care.