

Useful Contacts for Advice and Information

If you need advice/information on managing your Direct Payment at any time, please contact the Forth Valley Direct Payment Support Service and SPAEN.

Forth Valley Direct Payment Support Service

Dundas Resource Centre
Oxgang Road
GRANGEMOUTH
FK3 9EF
Tel: 01324 508794
Email:
directpayments@fsmail.net

Scottish Personal Assistants Employers Network

Unit 9
Motherwell Business Centre
130 Coursington Road
MOTHERWELL
ML1 1PR
Tel: 01698 250280
Email:
infor@spaen.co.uk
Website:
www.spaen.co.uk

Inland Revenue

Centre 1 Area
Queensway House
EAST KILBRIDE
G79 1AA
Tel: 01355 275555

ACAS (Advisory, Conciliation and Arbitration Service)

Grayfield House
Bankhead Avenue
EDINBURGH
Tel: 0131 453 2568
Helpline: 08457 474747
Website:
www.acas.org.uk

For a copy in community languages, Braille, large print or audio-tape call Margaret Petherbridge on 01324 508796, e-mail: margaret.petherbridge@falkirk.gov.uk.



Falkirk Council

Direct Payments Scheme and Employment



Falkirk Council

Direct Payments Scheme and Employment

Employing personal assistants to provide your care

If you have decided to arrange your own care using direct payments, you may also be considering employing your own staff. This leaflet provides some information on becoming an employer and where to get further information and advice.

The Forth Valley Direct Payments Support Service and/or SPAEN (Scottish Personal Assistants Employers Network) can help you to meet all of the following responsibilities (contact details at the back of this leaflet).

Recruitment of Personal Assistants

You should use safe recruitment procedures including take up of references and carrying out a Disclosure Scotland check on potential staff members. Your direct payment will cover all costs.

There are restrictions on employing close relatives - you cannot employ your spouse, no matter where they live, or a close relative who lives with you. Please ask for advice if you are considering employing a relative.

Your Responsibilities as an Employer

Employing your own staff allows more flexibility in how your care is delivered, but also means extra responsibility. You take on the role of employer for your staff.

You must adopt good practice, in your role as employer. This means you are expected to comply with the following:-

Contract of Employment

Personal Assistants employed by you have the right to a Contract of Employment, detailing conditions of service. This should include a Job Description and Disciplinary and Grievance Procedures.

Staffing Costs

You should operate a proper payroll system. You can do this yourself or pay an organisation to do this for you. Contact the Inland Revenue to seek advice regarding payroll.

Your Direct Payment covers the cost of the following:-

- Employer's National Insurance contributions
- Holiday Cover
- Sickness/maternity/paternity/adoption/parental/dependants leave
- Enhanced payment for public holidays
- Protective clothing (where necessary)
- Authorised costs associated with the administration of your Direct Payment

Training

If you have never had training on becoming an employer or on employment law, you must arrange this. All Personal Assistants must undertake training appropriate to the tasks they are required to carry out. This reduces any risk of accident/injury to you and your employee.

Health and Safety

Employers of Personal Assistants should comply with any applicable Health and Safety Legislation.

Insurance

As an employer, you will be obliged to take our Employer's Liability and Public Liability Insurance. You may also want to consider Indemnity Cover for Employers.