

Kent County Council

Direct Payments Factsheet #3

Employing Personal Assistants Checklist

This checklist is to be used alongside the Employing Personal Assistants factsheet and is designed to help you with the main stages of employing a PA. Your Direct Payment Support Worker will discuss and help you through all of these stages.

Task	✓	Your notes
Finding a PA		
Do you have a care and support plan where you have identified how a PA will help you?		
Do you know who you want to employ? Or do you need to find a PA?		
If you need to find a PA you can use the Kent County Council PA database or advertise. If you would like details of your PA vacancy sent to those on the KCC database you will need to ask your Direct Payment Support Worker or contact the Direct Payment Support Team: 03000 413 600		
Write the job description according to your assessed needs and what you have set out within your care and support plan		
Write the advert		
Would you like to use application forms or request CVs? KCC has a range of templates that you can use. Your Direct Payment Support Worker can provide copies		
Set your requirements and shortlist		
Plan the interview process – think about the questions you would like to ask. Invite suitable people to the interview		
If you want to use a Self Employed PA please contact the Direct Payment Support Team for information		

Once you have found a PA		
Request references for any PA you want to appoint. A template form is available from your Direct Payment Support Worker		
Is the person able to work in the UK? All employers must check if their employees are allowed to work in the UK: https://www.gov.uk/check-job-applicant-right-to-work		
Disclosure and Barring Service (DBS) check - formerly CRB check – you can contact the Direct Payment Support Team for more information and request that a check is completed. Your Direct Payment Support Worker will do this.		
Ensure you have set up payroll and insurance		
Ensure you are paying an hourly rate that meets the National Living Wage. Where a flat rate sleeping night rate is paid, ensure you have discussed this with the employment law helpline provided by your insurance company		
Does your PA have training needs?		
Write a contract of employment * KCC has arrange of templates that you can use, your Direct Payment Support Worker can provide copies .Your PA needs this before they start or on their first day.		
Provide a privacy policy for your PA's to ensure you are General Data Protection Regulation (GDPR) compliant. * KCC has a template that you can use, your Direct Payment Support Worker can provide copies		
Inform your PA of their holiday entitlement		
If the PA wants to use their own car they will need to have Business car insurance cover		
Inform your Buildings and Contents insurance provider that you are employing a PA		
If you plan to take on a new PA, please contact the Direct Payment Support Team or your Direct Payment Support Worker		

Probation period review		
What training has been completed by the PA ? <ul style="list-style-type: none"> • Skills for Care - Role of a PA • Rulis – Working as a PA • Social Care TV E-learning completed? 		
Has the probation period been passed?		

Are there any issues? <ul style="list-style-type: none"> • Does the probation period need to be extended, after seeking advice from your insurance company? 		
Discuss with the PA, if issues arise, how these should be managed?		
Has Skills for Care been viewed? <ul style="list-style-type: none"> • Managing your PA • Sorting out problems 		

If you require support or more information you can contact the Direct Payment Support Team- Telephone: 03000 413 600 or email direct.payments@kent.gov.uk

This leaflet is available in alternative formats and can be explained in a range of languages.