WOKINGHAM
BOROUGH COUNCIL

Using your Direct Payments to pay for a personal assistant or carer to work for you

Paying someone to give you care and support

A **Direct Payment** is money paid straight to you by the council. You can use the money to pay for care and support.

This means you have more choice and control over the care and support you get.

You can use your Direct Payment to pay someone to give you care and support.

This might be a **carer** or a **personal assistant**.

A **carer** is someone who makes sure your daily needs are met. Things like washing or getting dressed.

A **personal assistant** is someone who gives you care and support.

They help you with more than personal care. They can help you with things like work or college.

A personal assistant gives you the help you need to live as **independently** as possible.

Independent means you can do some things for yourself or with some support.

If you pay for a carer or a personal assistant, you are their boss.

Being a boss means you are in charge of looking after your staff.

There are rules to follow about being a boss.

This booklet tells you more about the rules you have to follow when you pay for a carer or personal assistant.

Things you need to think about when you employ a carer or personal assistant

If you employ your own carer or personal assistant, there are some things to think about.

Things like:

- How you will choose and interview someone for the job.

- What you will put in a job contract.

- How you will make sure your staff get any training they need.

- How you will pay your staff.

A payroll service can help you with these things.

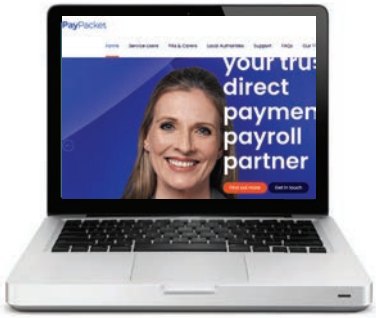
You can use your Direct Payment to pay for a payroll service.

PayPacket

PayPacket is a payroll service.
They can help you manage staff.

Phone:

0800 848 8998



Website:

paypacket.co.uk

Rules you must follow when you employ a carer or Personal Assistant

Get insurance

Insurance is when you pay another company to protect you if something goes wrong.

This might be if your carer has an accident and it is your fault.

You must have insurance if you have staff. This is called **Employment Protection Insurance**.

You can pay for this with your Direct Payment.

Make sure your staff have a DBS check

This is a check to see if a person has ever been in trouble with the police.

It is really important to get this check. It will help you to make sure you employ someone you can trust.

Pay your staff for holidays, sickness and maternity leave

Maternity leave is time off work when you are pregnant or after you have had a baby.

All workers are allowed some time off work every year for holidays.

You should still pay your staff when they are on holiday from work.

You should also pay your staff if they are off work sick or on maternity leave.

You should think about how you will get care and support if your staff is off work.

Pay your staff for redundancy

There might be some times when you don't need a carer anymore. This might be because of things like:

- You are going to live in a care home.

- You no longer get Direct Payments.

- Your carer does not have the right skills to care for you properly.

- You are moving house to a different area.

These things mean you will have to ask your carer to stop working for you. We call this being **made redundant**.

You should pay your staff some money if they are made redundant. We call this **redundancy pay**.

Pay Tax and National Insurance

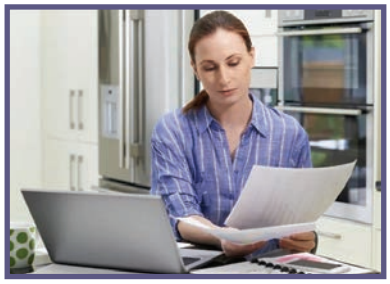
Tax is money you pay to the Government. It pays for things like roads and schools.

National Insurance is a bit like tax. It pays for times when people need extra help.

For example when someone has lost their job or if they are ill.

You must make sure you pay the right tax and National Insurance for your staff.

If your carer is self employed



Self employed means your carer works for themselves.

If your carer is self employed, you do not have to follow these rules.

Your carer is in charge of managing these things for themselves.

They must be able to show us that they have paid their own National Insurance and tax.

If you use a care agency

A **care agency** is an organisation who employs carers.

If your carer works for a care agency, you do not have to follow these rules.

The care agency will be in charge of managing these things for your carer.

How we can help you

The council can help you be a good boss. We can help with things like:

- Supporting you to be a good boss.

- Doing DBS checks.

- Making a job contract.

- Giving you information about having staff.

Email us for help and more information at:

DPWokinghamcard@wokingham.gov.uk