

DIRECT PAYMENTS

from Bromley Council

FACT SHEET



Being an employer

06



www.bromley.gov.uk/directpayments

Once you have successfully recruited a Personal Assistant you will need to ensure you are a good employer and act in accordance with employment law.

Although this may sound daunting there is support available!

The Council commission Vibrance (a direct payment support agency) who will be able to provide you with the information, advice, and guidance when you start out as an employer.

Vibrance will also provide any ongoing support required.

What do I need to be aware of once I have hired a PA?

Vibrance will ensure that you are aware of employer best practice, but here are some key responsibilities that must be adhered to when employing a Personal Assistant:

Contract of Employment

By law you must provide your Personal Assistant with a written contract that defines the terms and conditions of their employment.

Find out more at www.gov.uk/employment-contracts-and-conditions/contract-terms.

Employers Liability Insurance

You must take out Employers Liability Insurance and ensure that this meets your requirements, for example, if your PA is carrying out any health care tasks, you may need specific insurance which cover this.

Right to Work Checks

You must ensure that any PA you employ has the Right to Work in the UK. Find out more at www.gov.uk/view-right-to-work.

You can ask Vibrance to check this on your behalf or complete the check yourself. Find out more at www.gov.uk/government/publications/right-to-work-checklist.

If the person has Right to Work on a time limited basis then make sure you follow up again before this expires.

National Minimum Wage

You must make sure that your employee is paid at least the National Minimum Wage (NMW) for all hours worked.

The rate often changes in April and you can keep up to date with any increases on the HM Revenue and Customs (HMRC) website - www.gov.uk/national-minimum-wage-rates.

Processing a payroll

You can choose to:

- use a payroll agency - the Council commission Vibrance to provide this service free of charge
- run the payroll yourself by registering as an employer with HMRC - find out more at www.gov.uk/register-employer

You must not pay your PA 'cash in hand'.

Workplace Pension

Every employer must automatically enrol workers into a workplace pension scheme if they are aged between twenty-two and state pension age, and earn more than £10,000 per annum. Find out more at www.gov.uk/workplace-pensions.

Statutory leave and time off

When employing someone there is statutory leave that your employees might be entitled to, such as sick leave and maternity, paternity and adoption leave). Find out more at www.gov.uk/browse/employing-people/time-off.

Redundancy

If you no longer require a PA then depending on the length of employment they may be entitled to redundancy pay. For out more at www.gov.uk/redundant-your-rights/notice-periods.

Who to contact?

Bromley Council strongly recommends that you seek advice from Vibrance before becoming an employer. The team at Vibrance will also help you with any employment queries that arise, contact details below:

Vibrance

Telephone: **020 8290 6639**

Email: **bdp@vibrance.org.uk**

Other downloads

You can download the supporting leaflets referenced in this leaflet from
www.bromley.gov.uk/directpayments

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