
Direct Payments



PA Employer Handbook FAQs

Do SCC provide timesheets?

If you use a payroll company, they will be able to provide timesheets, or you can download a template here:

<https://www.skillsforcare.org.uk/Employing-your-own-care-and-support/Information-for-individual-employers/Templates.aspx>

Can I pay my PA in cash?

We advise that you pay your PA via a bank transfer and not in cash. You will need to provide them with a payslip explaining what they've been paid and what deductions, such as National Insurance and tax have been made. Your payroll company will provide these. If you run your own payroll you can get advice here:

<https://www.gov.uk/browse/employing-people/payroll>

What if my PA is self-employed?

If your PA is self-employed, they should give you their Unique Tax Payer Reference (UTR) at the start of their employment. They will provide you with invoices for their work and pay their own tax and National Insurance.

What should I do if my PA hands in their notice?

Your PA will need to work the notice period agreed in their terms of employment contract. This will give you time to recruit a new PA. There is lots of help and support available, should you need any during this time. Please refer to Part 1 and 2 of the PA Employers handbook.

Who will support me as an employer?

Our PA Employers handbook has lots of useful guidance and information to help you, starting from the recruitment process through to providing training for your PA's and giving supervision. You will see links to organisations such as ACAS and skills for care, who offer a wealth of support to employers.

Who can I speak to if I have a problem with one of my PAs that I need advice addressing?

ACAS give free and impartial advice on workplace rights, rules, and best practice. If you have a dispute, they can help to resolve it.

Website: <https://www.acas.org.uk>

ACAS helpline Telephone: 0300 123 1100

Text relay: 18001 0300 123 1100

What if a PA is not a good “fit” for me?

You don't have to keep your PA if you feel the working relationship is not right for you. ACAS can provide you with advice about resolving conflict and dismissing someone fairly.

Website: <https://www.acas.org.uk>

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Text relay: 18001 0300 123 1100

Am I still classed as the employer if a Money Management Company manages my direct payment?

Yes, you will still be the employer of your PA and have the responsibilities that come with that role.

Who decides how I use my Direct Payment?

You do. Your direct payment is for you to use in a way that best meets the outcomes you want to achieve, as agreed in your support plan.

Can I employ a friend or relative?

Usually you cannot employ someone who lives with you to be your PA. However, if it's been decided that this is necessary and appropriate to meet your needs then this will be agreed in your care and support plan.

What happens if my PA doesn't turn up for work, or there's an emergency and I'm left without support?

Your support plan should include a plan for emergencies such as your PA being off sick. You may choose to make arrangements with an agency to provide cover or ask your family or friends to provide support.

WORKING TOGETHER AT ITS BEST



Disability Sheffield
Centre for Independent Living

NHS

Sheffield

Clinical Commissioning Group

Sheffield
City Council



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