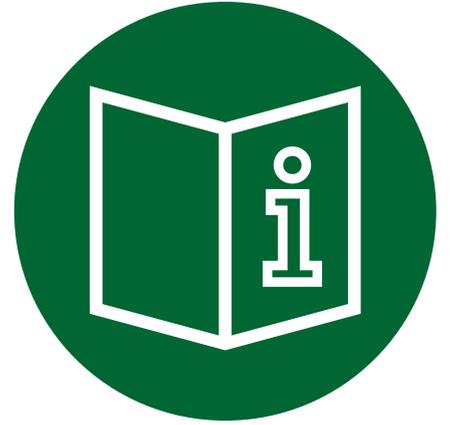


DIRECT PAYMENTS

from Bromley Council

FACT SHEET



Recruiting staff

05



www.bromley.gov.uk/directpayments

You might choose to use your direct payment to employ a Personal Assistant (PA) to meet your care and support needs. There are various reasons why you may choose to do this, for example you may already have a friend or neighbour that you would like to be able to pay to support you, or you may have specific care or cultural needs that you feel cannot be met by an agency.

If you choose to employ your own staff you will need to follow all employment law throughout the recruitment process. The idea of recruiting and employing your own staff may feel overwhelming but don't be put off by this. Bromley Council has a contract with Vibrance (a Direct Payment support agency) to provide you with the information and support you need so that you can use your direct payments to recruit and employ staff.

This fact sheet covers the recruitment process. Please also see the fact sheet on **being an employer**.

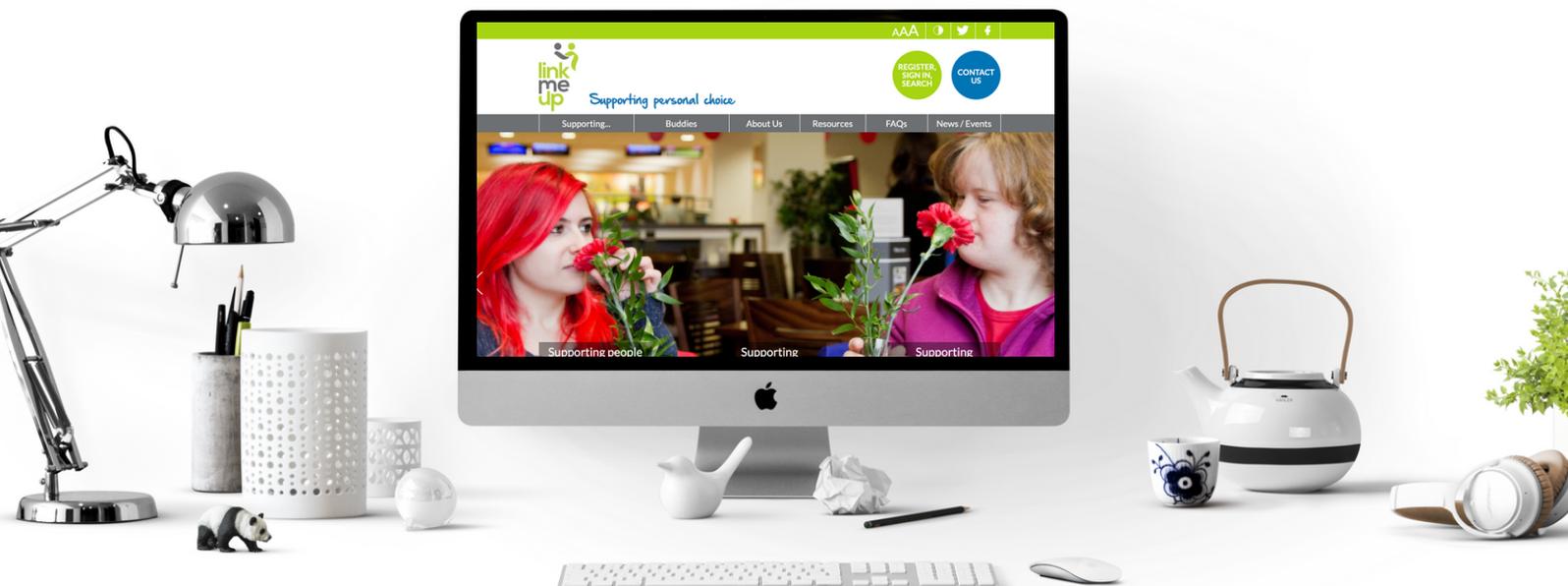
Vibrance can support you throughout the process.

How do I find a Personal Assistant (PA)?

It might be that you already have someone in mind as a PA to meet your care and support needs. This might be a relative, a friend, a neighbour, or someone else who is an existing part of your support network. Please be aware that a direct payment cannot normally be used to pay a relative or friend who already lives in the same household as you, unless you have agreement in writing from Adult Social Care.

If you do not already have a PA in mind then Vibrance can support you to source PA's to suit your requirements.

Vibrance created the 'LinkMeUp' PA register which can help you identify a suitable PA to meet your care and support needs, please visit their website www.linkmeup.org.uk for more information.



What will I need to do to recruit a PA?

Vibrance can support you through the recruitment process, ensuring that you can meet your employer responsibilities. You will need to:

- Write a job description - to describe what the job involves
- Set out the conditions of service - the rates of pay, working hours and breaks
- Shortlist and interview candidates
- Carry out employer checks on your chosen candidate (see the 'Keeping safe' section)
- Provide a contract of employment
- Make sure you have a contingency plan in case your Personal Assistant takes annual leave or is off work unexpectedly due to sickness
- Consider any training your employee might need to fulfil their role

Is there anything I should check before I hire someone?

here are some checks that you **must** carry out before you hire someone.

Vibrance will support you to carry out the necessary checks required, which cover checking:

- Right to work - to check if your employee can legally work in the UK
- Disclosure and Barring Service (DBS) Check/Criminal Record Check - you are strongly advised to carry out a DBS check on any member of staff you employ and you **must** carry out a criminal record check of your PA if there is a child in the household
- Employment history (requesting references)

Keeping safe

It is recommended that you use Vibrance for support and advice with the full recruitment process.

In order to keep safe whilst recruiting:

- Do not place adverts that identify who you are or where you live
- Do not interview in your own home and do not interview alone
- Ask for references and undertake a criminal record check (DBS Check) of your proposed personal assistant

Who to contact?

Bromley Council recommends that you do not start the recruitment process without speaking to a representative from Vibrance, they will advise you on this process:

Vibrance

Telephone: **020 8290 6639**

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

For more information please also see the Skills for Care website which provides more information on what a PA is and what is involved in using your direct payment to employ a PA:

Visit www.skillsforcare.org.uk/Employing-your-own-care-and-support/Information-hub.aspx

Other downloads

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

Produced by:

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