



## Direct Payments Factsheet – Recruiting Staff

Should you choose to employ a Personal Assistant (PA) or carer, you will also need to follow all employment regulations.

BUT don't be put off by this – The council's Direct Payments Support Team, its support organisations and Advocacy Group will give all the necessary help and advice you need to sort this out. They will go through the forms with you and tell you what you need to do; you won't be left on your own. Many people manage the system once it's up and running, but advice is always available, should you need it.

Employment law will apply to you as an employer and you must ensure that you stay within the law.

Things to think about:

- Writing job descriptions, job specifications, job adverts, preparing job application packs.
- The Personal Assistant's conditions of service (rates of pay, hours, breaks).
- What they will do, how and when.
- What training is needed.
- What you will do when they take annual leave, are sick or need other unplanned time off work.
- How to keep safe when advertising, interviewing and recruiting.

The council recommends that:

- You do not put your home address, telephone number or details about yourself on the job advert. You could ask the Job Centre to advertise for you. They have their own process which will help you to stay safe or you can perhaps use a mail box number.
- You make sure that you ask for 2 written Job References from the people you interview and follow them up.
- When you interview people you do it away from your home address if you can and have someone with you to support you.

You must comply with employment legislation and the council strongly advises you have support to do this.

Skills for Care toolkit 2 'Recruiting a Personal Assistant' provides step by step support.

<http://www.employingpersonalassistants.co.uk/recruiting-a-personal-assistant/>



**DISABILITY  
ACTION  
HARINGEY**

Charity Registration Number: 1191762



## **Disclosure and Barring Service (DBS)**

Haringey Council recommends that a DBS check (formally known as CRB) is carried out on any person you wish to employ. The Direct Payment Support Team can provide more information and support undertaking this process.

When the Personal Assistant starts working with you it is advised that you arrange for a friend or relative or someone you trust to spend some time with you.



**DISABILITY  
ACTION  
HARINGEY**

Charity Registration Number: 1191762

**Haringey**  
LONDON

## Where can I get more information?

**Disability Action Haringey** can be contacted regarding Direct Payment advice, which includes peer mentoring support from DP holders.

Address: 33 Winkfield Road, Wood Green, N22 5RP

Email address: [info@d-a-h.org](mailto:info@d-a-h.org)

Telephone number: 0203 355 0071

If you would like to find out more about **finding and recruiting a personal (care) assistant**, please visit *find-a-pa*, a digital Personal (care) Assistants (PA) Platform. <https://www.find-a-pa.co.uk/haringey/haringey/>

**Disability Action Haringey** can also be contacted regarding support with finding a Personal (care) Assistant.

Address: 33 Winkfield Road, Wood Green, N22 5RP

Email address: [info@d-a-h.org](mailto:info@d-a-h.org)

Telephone number: 0203 355 0071

If you would like help with assessing your social care needs, please contact the council's First Response Team.

### **First Response Team:**

020 8489 1400

[firstresponseteam@haringey.gov.uk](mailto:firstresponseteam@haringey.gov.uk)

If you would like more information on direct payments or would like support with your direct payment, please contact the Direct Payments Support Team.

### **Direct Payments Support Team:**

Phone: 020 8489 8456

Email: [personalbudgetsupport@haringey.gov.uk](mailto:personalbudgetsupport@haringey.gov.uk)

### **If you have a mental health problem:**

If you need help in a crisis you can now self-refer to the Crisis Resolution Home Treatment service 24 hours a day, 7 days a week, Lea Unit, St. Ann's Hospital - Haringey 020 8702 6700

If you are a carer and would like more information on receiving support, please contact **Haringey Carers First**.

Haringey Carers First.

<https://www.carersfirst.org.uk/haringey>

Phone: 0300 303 1555

Email: [hello@carersfirst.org.uk](mailto:hello@carersfirst.org.uk)

Address: Resource Hub, 1 Russell Road, Leyton, E10 7ES



**DISABILITY  
ACTION  
HARINGEY**

Charity Registration Number: 1191762

**Haringey**  
LONDON

### **Skills for Care:**

The Skills for Care website provides more information on what is a Personal Assistant (PA) and what is involved if you want to use your direct payment to employ a PA:

<http://www.skillsforcare.org.uk/individualemployers>

This information is presented in a range of toolkits. If you are unable to access the Skills for Care website, you can call **0113 245 1716**