

DIRECT PAYMENTS UNCOVERED

PART 5: BEING AN EMPLOYER

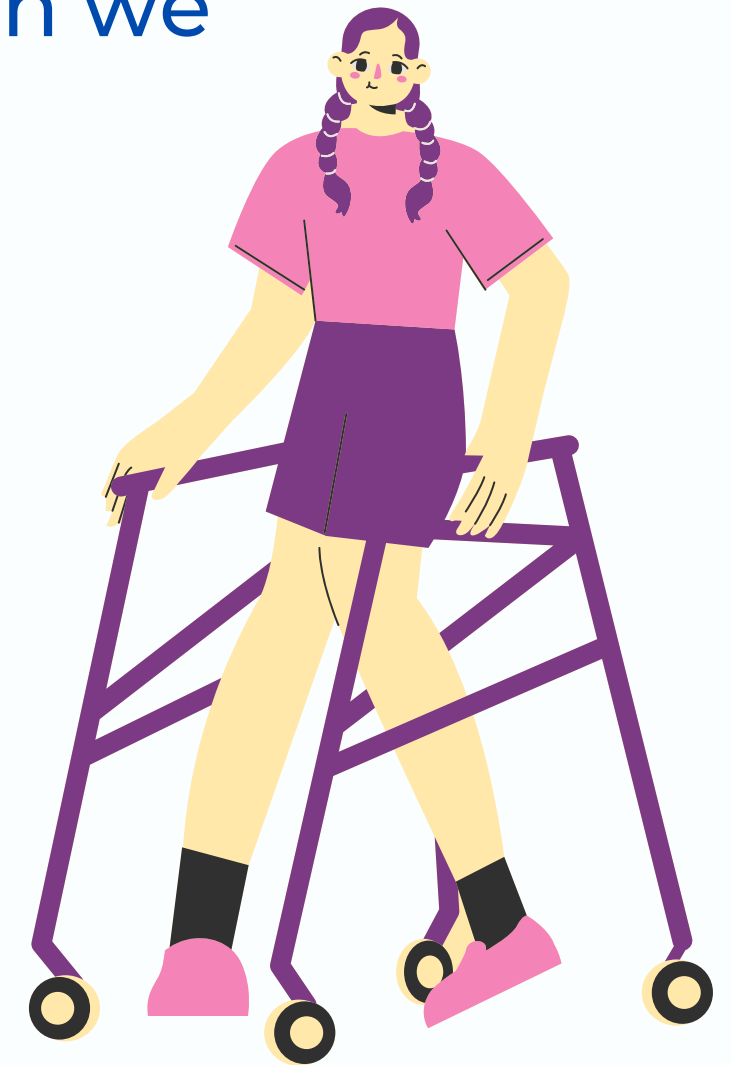
**PRESENTED BY:
WILTSHIRE CENTRE FOR
INDEPENDENT LIVING**



BEING AN EMPLOYER

Once you have identified who you will be employing as your Personal Assistant you need to set up as employer. To help you understand your responsibilities as an employer, in this session we will be looking at:

- Employment Contracts
- Employers Liability Insurance
- Being a good employer
 - Personal Assistant / employer relationship
 - Supervision
 - Training
 - Health and safety



EMPLOYMENT CONTRACTS

Each person you employ must have a written contract so that you are both clear on each others responsibilities. The employment contract lays out the particulars of the employment and is signed by the **person managing the direct payment** and the **personal assistant**. It includes*:

- Start date, including the length of the probationary period
- Hours of work
- Payrates
- Leave arrangements
 - Annual leave
 - Sick pay
- Grievance / disciplinary procedures
- Notice periods



*This list is not exhaustive

EMPLOYERS LIABILITY INSURANCE

As an employer it is a legal requirement to have
Employers Liability Insurance

As well as other key benefits the insurance provides direct
payment recipients with 24/7 access to employment law
advice. This helps employers to understand what to do
when managing employee situations

Wiltshire Council pay for the insurance with FISH, the
insurance is activated through completing a simple
declaration form with Wiltshire CIL

Separate insurance is required if the Personal Assistant
needs to carry out medical support

Independent Living Insurance

Fish Insurance are working with Wiltshire CIL to provide
Independent Living Insurance policies that offer protection
for people employing their own personal assistants or carers.

KEY BENEFITS AT A GLANCE*

- ✓ Up to £10 million employment liability cover
- ✓ Up to £5 million public liability cover, excluding any fines or penalties
- ✓ Protects against theft by the employee, of an amount up to £3500
- ✓ Redundancy cover, up to £3000 (£1500 max per one employee)
- ✓ Replacement PA cover, up to £300
- ✓ 24-hour support from Peninsula, the UK's leading provider
of employment law and health and safety services

*Policy Limitations and Exclusions apply, please contact
Fish Insurance for full details

USEFUL CONTACTS

Fish Customer Service
0333 331 3977
admin@fishinsurance.co.uk

Peninsula Support
0344 892 2480
advice@peninsula-uk.com

Claims
0333 331 3840
claims@fishinsurance.co.uk

Direct Payments Team
0300 1233 442
info@wiltshirecil.org.uk



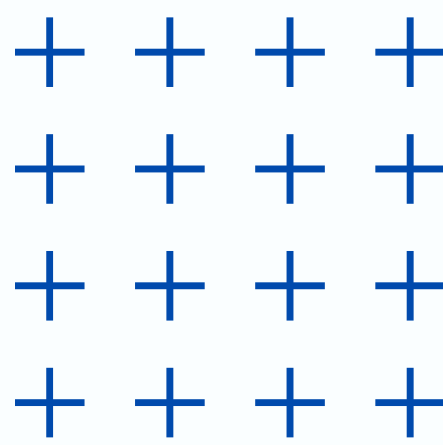
fish
INSURANCE

Working with
Wiltshire CIL



Fish Insurance is a trading name of Fish Administration Limited which is authorised and regulated by the Financial Conduct Authority under firm reference 310172. Fish Administration Limited is a company registered in England and Wales with company no 4214119. Registered office: Rossington's Business Park, West Carr Road, Retford, Nottinghamshire, DN22 7SW. Part of PIB Group.

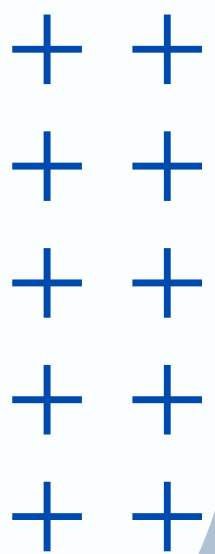
EMPLOYER / EMPLOYEE RELATIONSHIP

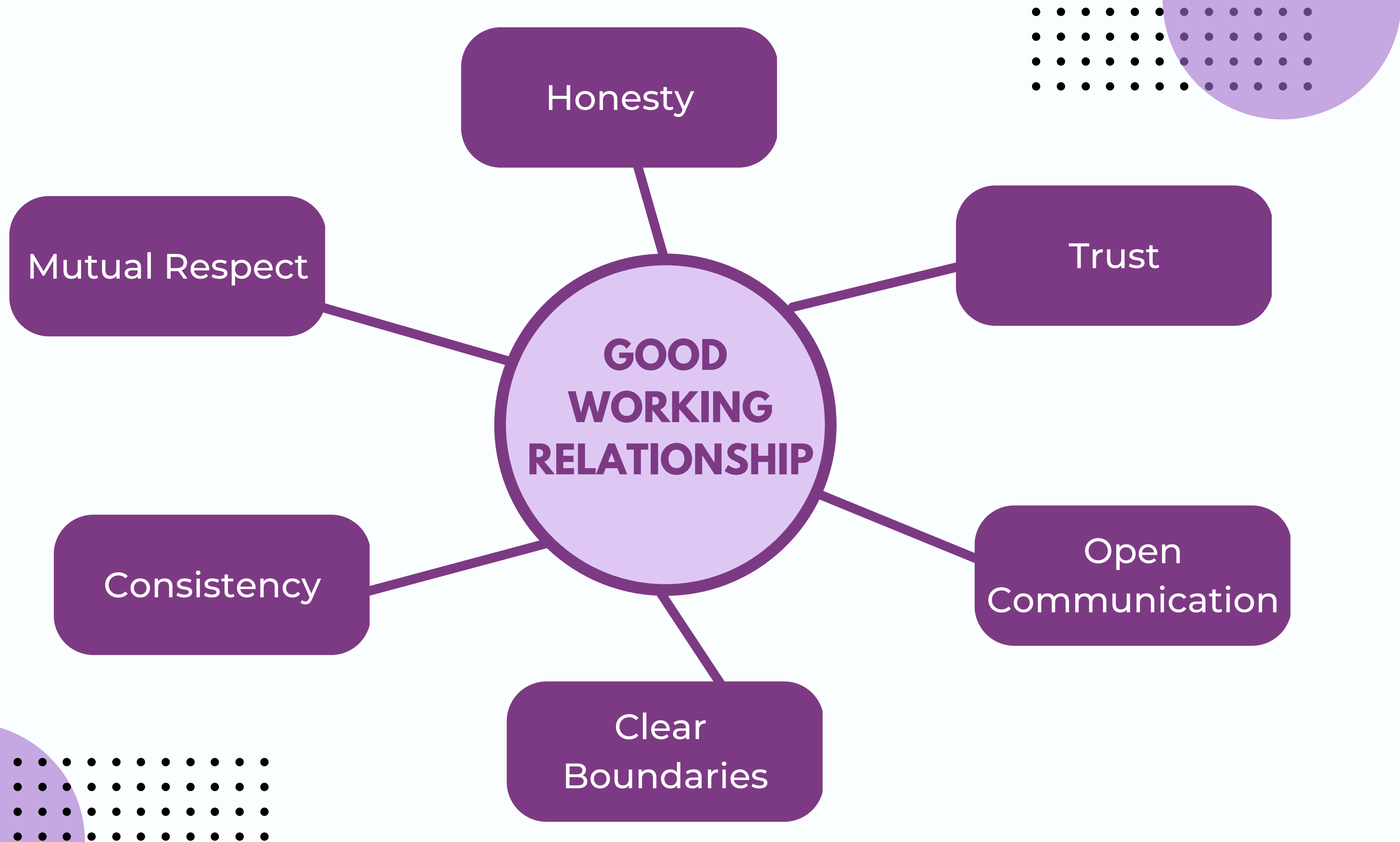


The relationship that you have with your Personal Assistant is a unique one. Your Personal Assistant will spend a lot of time in your home supporting you with the things that you need support with

Have clear professional boundaries:

It is important that you have a good relationship with your personal assistant, but you must remember that you are their employer, you are their boss and not their friend





SUPERVISIONS

Supervision is a meeting between an employer and their employee - it is a great way to support your Personal Assistant and get the best out of them

Effective supervision supports good working relationships, helps you to address any issues, celebrate achievements and look at training needs

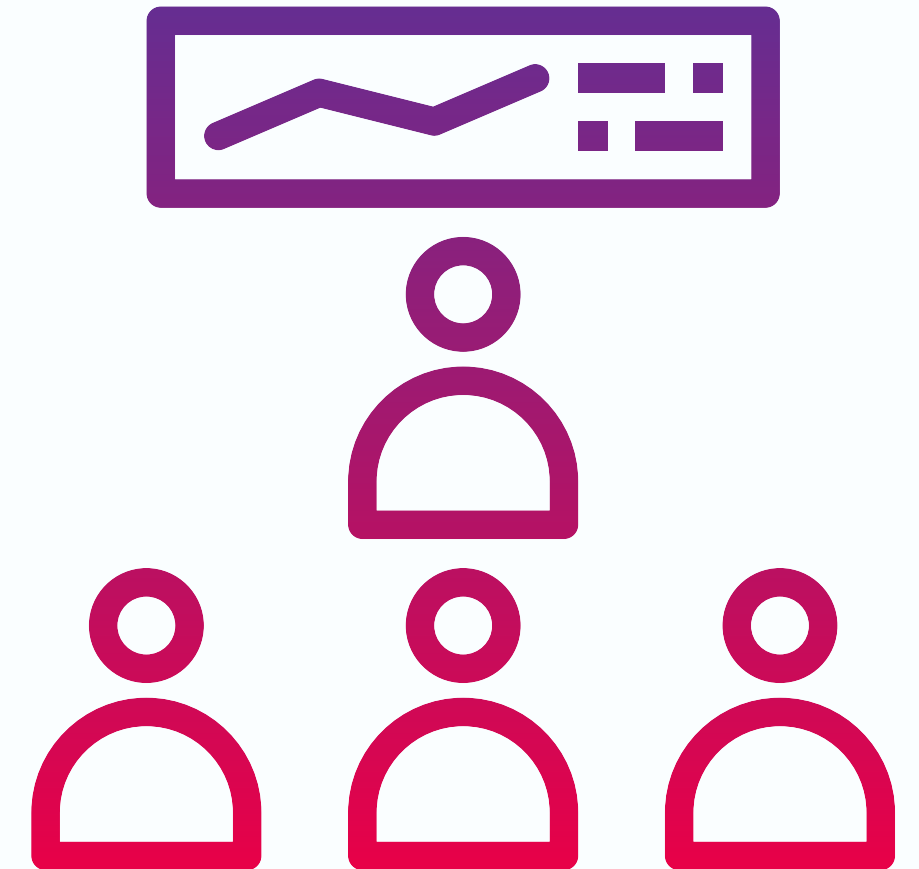
It is good practice to hold supervisions every 6-8 weeks and to keep a written record of what you talked about



TRAINING

Each year Wiltshire CIL, funded by Skills for Care, host and facilitate a wide variety of training courses for Direct Payment Employers and their Personal Assistants, including:

- Supporting people in their community
- Basic First Aid
- Food hygiene
- Safeguarding
- Moving and handling
- Becoming a disability ally



Funded by



HEALTH & SAFETY

As an employer, it is your responsibility to provide a healthy and safe workplace for your staff and not to do anything, or ask them to do anything, that may cause them to be injured

This requires you to:

- Have Employers Liability Insurance
- Complete a safety in the home check list
- Carry out any necessary risk assessments (i.e. if you need to use a hoist)
- Offer your Personal Assistants training



BEING AN EMPLOYER RESOURCES

You can find a variety of resources to support with being an employer at www.wiltshirecil.org.uk including:

- Template employment contract
- Employers Liability Insurance information and set up forms
- Supervision template
- Timesheets
- Annual leave/sickness recording forms
- Information on training courses
- Safety in the home checklists
- Sample risk assessments

Further resources can also be found on the Skills for Care website: www.skillsforcare.org.uk



www.wiltshirecil.org.uk

Contact the Direct Payment Support Team:

admin dp@wiltshirecil.org.uk

0300 1233 442 Option 1