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| --- | --- | --- | --- |
| **Check Item** | **Description** | **Notes/Actions** | **Check complete?** |
| **Unique Taxpayer Reference Number (UTRN)** | Your PA must be registered with HMRC and be responsible for paying their own Tax and National Insurance (NI).  The UTRN is issued by HMRC when an individual registers as self-employed - it doesn’t prove self-employment. If HMRC later deems the PA an employee, you could owe employer NI, backdated tax, and penalties—even if the PA paid their own tax. | **Checked by the PA Noticeboard, but we recommend you also verify and keep a copy of the letter.** |  |
| **Public Liability Insurance** | You must see evidence of your PA's current public liability insurance and note the issuer, policy number, and expiry date. | **Checked by the PA Noticeboard, but we recommend you also verify and keep a copy of the policy.** |  |
| **Car Insurance** | If the PA is providing transport as part of their contract, ensure they have the correct level of car insurance.  Take a copy of the policy for your records and ensure it is renewed and that you have a copy of these renewals. | **Checked by the PA Noticeboard if the PA has confirmed applicable, but we recommend you also verify and keep a copy of the policy.** |  |
| **Supplies / tools to do the job (e.g. gloves, aprons, etc.)** | Your PA should provide all necessary supplies/tools (e.g. gloves, aprons). | You should confirm this and not be expected to provide them. |  |
| **Cover for absence, e.g. holidays & sickness** | The PA is responsible for providing cover if they are unavailable. Substitute workers must be trained and able to fulfil the contract at no extra cost to you. If a formal partnership exists, they should be registered with CQC. | If you're asked to pay the substitute directly, all checks in this document apply to them too. You're not expected to pay holiday pay, sick pay, or other statutory obligations. |  |
| **Contract for services** | You should have clear written detail of the service arrangement. | A working agreement is available on the PA Noticeboard website for both parties to sign. |  |
| **Invoicing** | The invoice must include:   * The word 'invoice' * A unique invoice number * Invoice date * PA/Company name & address * PA/Company contact details * Your name and address * Description of service * Dates and Start & Finish times of service * Amount charged | Only pay after the work is complete and a full invoice has been received. |  |
| **Training** | Your PA should fund and complete all necessary training (e.g. Moving & Handling, First Aid).  Free online training is available via the PA Noticeboard. | Mandatory training for accredited PAs on the PA Noticeboard includes: First Aid, Health & Safety, PPE.  If applicable - keep copies of certificates and ensure timely refreshers (including delegated health task training). |  |
| **Disclosure and Barring Service (DBS) check and references** | Ensure you request and check references before work commences.  Your PA should provide a DBS check appropriate for their role. You can verify it at [www.gov.uk/find-out-dbs-check](http://www.gov.uk/find-out-dbs-check) if they don’t have one, contact the PA Noticeboard to arrange it. | Check your PA has a recent DBS check and view the original certificate, or contact the PA Noticeboard to request: [pa.noticeboard@portsmouthcc.gov.uk](mailto:pa.noticeboard@portsmouthcc.gov.uk) |  |
| **Privacy Notice** | Your PA is responsible for handling any personal information they collect or use while supporting you. They should explain how they will use and protect your information—ideally in writing—so you know your privacy is respected and your data is handled safely. | This is covered in the Working Agreement (contract for services) template available on the PA Noticeboard website. |  |
| **Care Quality Commission (CQC) registration** | A PA may need to register with CQC if providing health or adult social care in England.  This is a legal requirement under the Health and Social Care Act 2008. | If unsure, check the CQC decision tree:  [Scope of registration – CQC] <https://www.cqc.org.uk>  Or email: Enquiries@cqc.org.uk (mark for attention of 'regional registration team managers' and include postcode and job role details). |  |