PA Noticeboard

Self-Employed Personal Assistant factsheet

1. **Paying your self-employed PA**
2. **Working agreement**
3. **DBS Checks**
4. **PA Documentation**
5. **Training your PA**
6. **Checking your PA's Employment Status**
7. **Expenses and Mileage**
8. **Contingency Plan**
9. **Ending the Service**

**1. Paying your self-employed PA**

The PA will set their own fees and send you an invoice for their fees. When you pay the invoice this will be inclusive of tax as the PA will organise payment of tax themselves. Self-employed PAs are not entitled to holiday pay, sick pay or any other payment when they are unable to work for you as they are not entitled to employment benefits.

**2. Working agreement**

You don’t need to give your PA an employment contract they should show you their terms and conditions and give you a contract to sign.

The PA Noticeboard advises that a [Working Agreement](../Welcome%20Email/Attachments/SEPAs/WORKING%20AGREEMENT.docx) is signed between both parties before support starts.

**3. DBS Checks**

A DBS check is carried out on PAs applying to work with vulnerable adults or children. The Disclosure and Barring service checks police records and issues a DBS certificate stating any relevant criminal records.

Please contact the PA Noticeboard when a suitable PA has been found so we can organise a DBS check for you, this can usually be completed within 48 hours.

DBS checks can only be carried out if the PA or employer resides in Portsmouth.

A self-employed PA is responsible for funding their own DBS check and they must agree to do this before they are accredited to the PA Noticeboard.

**4. PA Documentation**

The PAs must have their own Public Liability insurance and UTR (Unique Tax Reference) from HMRC which they will upload on their accreditation form, as well as any credentials declared, for the PA Noticeboard to check.

However, as you will be a direct engager, you will need to ensure that you (or authorised person for example family member or friend) also check the PA’s documentation and continue to check them in line with expiry dates.

**5. Training your PA**

Grey Matter Learning is an award-winning eLearning provider in the social care sector. They are a recognised Skills for Care ‘Centre of Excellence’.

PAs can access over 100 free social care eLearning courses, all in one place!

Portsmouth City Council have partnered with Grey Matter Learning to provide fully funded social care courses for Personal Assistants and Employers.

PAs won’t be accredited to the PA Noticeboard (so they won’t be able to put a profile up) until they have completed the following courses:

1. PPE (Covid 19) Essentials
2. First Aid Skills
3. Health & Safety

Please get in touch if you would like your PA to participate in any additional training.

**6. Checking your PA's Employment Status**

If someone is employed or self-employed this is called their status. You must check the PA’s status is correct. This is important for tax, employment law and pension. If you get a PA’s status wrong there could be serious consequences.

You can check your PA's employment status by running through these [SEPA checks](SEPA%20checks%20for%20client.docx) with your PA and also completing the [Online HMRC tool](https://www.gov.uk/guidance/check-employment-status-for-tax)

**7. Expenses and Mileage**

Tax returns are the self-employed PA’s responsibility and they are able to deduct some expenses from their taxable profit. If your PA wants to check if an expense is allowed they can call the HMRC self-assessment helpline or talk to an accountant.

Regular expenses, such as travel/mileage, can be incorporated into the working agreement with your PA. One-off expenses are best handled directly between you and your PA.

You do not have to pay for your PA’s mileage or activity-based expenses; however, this is a topic that is best negotiated between yourself and your PA upon commencing support. This should also be evidenced on the working agreement signed by yourself and your PA.

Please note – these expenses are not generally included in a personal budget.

**8. Contingency Plan**

You should consider a holiday and sickness contingency plan for your PAs. Self-employed PAs should be sourcing their own holiday and sickness cover.

However, it is best that the client and PA have a conversation around this and a plan in place should holiday or sickness arise. For example, are there any family members that could support you when your PA is on holiday or sick? Does the PA know any other PAs that could cover them in these times?

**9. Ending the Service**

When you or your PA terminates the service, it is important to reflect on the working agreement that was signed when the PA started supporting you. The termination or end of service period should be outlined on the working agreement and followed. The PA Noticeboard advise at least one weeks’ notice from both parties to end the service, however, this period is at the discretion of the PA and client when the working agreement is drawn up at the start of service.