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| **Check Item** | **Description** | **Notes/Actions** | **Evidence seen and copied?** |
| **Unique Taxpayer Reference Number (UTRN)** | Your PA must be registered with HMRC and be responsible for paying their own Tax and National Insurance.  The UTRN is issued by HMRC when an individual registers as self-employed. | **Checked by the PA Noticeboard, but we recommend you also verify.** |  |
| **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.** |  |
| **Car Insurance** | If the PA is providing transport as part of their contract, ensure they have the correct level of car insurance. | **Checked by the PA Noticeboard, but we recommend you also verify.** |  |
| **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** | Your PA should provide a working agreement for both parties to sign. | Contract template can be obtained from PA or the PA Noticeboard website. |  |
| **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). Keep copies of certificates and ensure timely refreshers.  Free online training is available via the PA Noticeboard. | Mandatory training for accredited PAs on the PA Noticeboard includes: First Aid, Health & Safety, PPE. |  |
| **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 DBS. |  |
| **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). |  |