

# Direct Payments

## Factsheet – Being a Good Employer

Direct Payments offer you the opportunity to have support that fits with the way you want to live your life. If you are going to employ your own staff, you must do this in keeping with the law.

- By law you must provide your Personal Assistant with a written contract of employment that defines their terms and conditions of employment. The Council recommends that you seek advice and support in doing this. This is available from Barrie Bookkeeping without charge to you.
- As an employer you must pay PAYE (Pay As You Earn) Tax and National Insurance contributions. This is easier to manage when you use a payroll service. The Council advises that you consider doing this. Barrie Bookkeeping is the payroll provider that the Council contract with.
- You must register with HM Revenue and Customs as an employer. Barrie Bookkeeping can help you to do this. If you will be doing this yourself, please contact the New Employer Helpline on 0300 200 3211 or you could contact your local Tax Office for advice.
- You must pay your Personal Assistant no less than the national living wage. You will also need to keep up to date with any changes to this rate. HM Revenue and Customs will give you advice on these rates.
- There will be occasions when your Personal Assistant is unable to work because of sickness. The Personal Assistant may be eligible for Statutory Sick Pay. You will need to check the qualifying conditions with HM Revenue and Customs.
- You must be aware of Working Time Regulations and your responsibilities as an employer.
- As an employer you will need to be aware that your Personal Assistant is entitled to annual leave. It is advisable that you check the current entitlement and make sure you keep up to date with changes.
- You may have to offer a workplace pension scheme to your Personal Assistants. This depends on how many staff you employ, and you should check whether this applies to you. Please contact the Pension Schemes Services Helpline on 0845 600 2622 or Barrie Bookkeeping.

**The Council strongly recommends that you seek advice from Barrie Bookkeeping or another organisation specialising in employment. The services of Barrie Bookkeeping will be without charge to you. They can help you with all of this.**

## Who to contact

Barrie Bookkeeping - Tel: 01902 912895  
Email: [DP@barriebookkeeping.co.uk](mailto:DP@barriebookkeeping.co.uk)

Adult Social Care - Tel: 01902 551199

Disabled Children and  
Young Person's Team - Tel: 01902 550911

Direct Payments Team - Tel: 01902 551294 (Option 6)

Civic Centre

St Peter's Square

Wolverhampton

WV1 1RT

Email: [Direct.payments@wolverhampton.gov.uk](mailto:Direct.payments@wolverhampton.gov.uk)

[wolverhampton.gov.uk/adultsocialcare](http://wolverhampton.gov.uk/adultsocialcare)

Direct Payments Team

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