

Direct Payments

Factsheet – Recruiting Staff



The City of Wolverhampton Council has a contract with Barrie Bookkeeping so that you have access to information, support, and advice about using direct payments.

Barrie Bookkeeping can advise and assist you with all the things you need to consider when recruiting your own staff. If you choose not to have this support, there are a number of things you must consider when recruiting and employing staff.

Employment law will apply to you as an employer, and you must ensure that you stay within the law.

Things to think about:

- Writing job descriptions, job specifications, job adverts, preparing job application packs.
- The Personal Assistant's conditions of service (rates of pay, hours, breaks).
- What they will do, how and when.
- What training is needed.
- What you will do when they take annual leave, are sick or need other unplanned time off work.
- How to keep safe when advertising, interviewing, and recruiting.

The City of Wolverhampton Council recommends that:

- You do not put your home address, telephone number or details about yourself on the job advert. You could ask the Job Centre to advertise for you. They have their own process which will help you to stay safe or you can perhaps use a mailbox number.
- You make sure that you ask for 2 written Job References from the people you interview and follow them up.

- When you interview people, you do it away from your home address if you can and have someone with you to support you.

You must comply with employment legislation and the Council strongly advises you have support to do this.

When the Personal Assistant starts working with you it is advised that you arrange for a friend or relative or someone you trust to spend some time with you.

If you still choose to recruit staff without help from Barrie Bookkeeping, please talk to your social worker so that the Direct Payments Team can give you information on how to do this safely.

Remember – always ask for help if you think you need it.

Who to contact

Barrie Bookkeeping - Tel: 01902 912895
Email: 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