



YOUR GUIDE TO EMPLOYING A PA

Once you have found someone you would like as your PA, you will need to complete a few checks to make sure they are suitable for the work.

KCIL can support you throughout this process including:

- ✓ **Writing a job description**
This is based on what you told them their duties would be and ensures that both you and your PA have a clear understanding of the role they are taking on.
- ✓ **Check their right to work in the UK.**
See 'Your Guide to an Employee's Right to Work'.
- ✓ **DBS checks**
It is simple to organise a DBS check for any potential new employee. See 'Your Guide to DBS Checks' for more information.
- ✓ **References**
All potential employees should provide written references from two people (to include one previous employer).
- ✓ **Agreeing working hours**
Planning how many hours and when your PA(s) work. Regulations state that you cannot ask them to work more than 48 hours a week although someone may choose to work more than this. More information can be found at www.gov.uk/maximum-weekly-working-hours/overview
- ✓ **Preparing an employment contract**
You must give your PA a contract within eight weeks of them starting work for you. This should include hours of work, rates of pay, holiday and sickness entitlements. A KCIL template can be found at www.kcil.org.uk/empcontract
- ✓ **Rate of pay**
The council has agreed a rate as part of your direct payment package. Legally, you must not pay someone less than the Minimum Wage.



✓ **Organising and agreeing how to pay your PA**

Paypacket or another payroll provider can help you with all aspects of this including PAYE, National Insurance and auto-enrolment pensions.

✓ **Organise Employers' Liability Insurance**

A legal requirement to protect your PA should they be injured in the course of their work, see '**Your Guide to Insurance**'. The cost of this is covered by the special package KCIL has arranged with disability insurance experts, Mark Bates Ltd. www.markbatesltd.com

By law, you are required to keep the following records relating to the employment of your PA(s) for six years:

- ✓ Hours worked and workers who have agreed to work more than 48 hours a week
 - ✓ Pay rates
 - ✓ Information on Income Tax and National Insurance deductions
 - ✓ Sickness of more than 5 days and Statutory Sick Pay that has been paid
 - ✓ Accidents, injuries and dangerous occurrences
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Additionally, the following records for each PA should be kept:

- ✓ Name, address, emergency phone number, qualifications
 - ✓ Employee's contract and written correspondence relating to any changes of terms and conditions
 - ✓ Employment history including start date, training, appraisals etc.
 - ✓ Any disciplinary action taken
 - ✓ Absences including lateness, sickness and any other absences (either authorised or unauthorised)
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KCIL recommends keeping a separate file for each employee. These files must be kept in a locked cupboard in order to comply with data protection laws.

