



# Becoming an employer

A guide for personal budget holders in Leeds

## **This publication was produced by Adult Social Care Communications, Leeds City Council**

### **Contributors**

Members of Leeds City Council Adult Social Care, ASIST, 'Free to Live' (the Leeds personal budgets peer support group) with the kind assistance of personal budgets and direct payments users in Leeds.

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### **Disclaimer**

Leeds City Council Adult Social Care cannot take responsibility for an individual's non-compliance with any of the legal responsibilities outlined in this guide.

Every effort has been made to ensure this information is correct and up-to-date. However, we recommend that when following the advice in this guide you check with your Personal Budget Advisor to ensure legal and administrative guidelines have not changed since date of publication.

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Leeds LS2 8QB

# Becoming an employer

## A guide for personal budget holders in Leeds



One of the many benefits of having a personal budget is being able to employ your own personal assistant (PA) to help you live more independently.

This simple guide talks you through every step, from recruiting a PA to what to do once they are working for you. And always remember, you're not alone - your Personal Budget Advisor can help you as much or as little as you wish.



### This guide is about

- what you must do to make sure you stay within the law
- what you should do to protect yourself and your rights
- ideas to help things run smoothly
- who can help

The thought of becoming an employer might seem a bit daunting at first, and there are some important legal rules you'll need to follow. But don't let that put you off! Many people in Leeds are already enjoying the flexibility and independence of employing their own PAs.

You can view short video clips on YouTube starring local people talking about their experiences using PAs ([www.YouTube.com](http://www.YouTube.com) - search on 'Personal Budgets in Leeds') - or contact Free to Live, the Leeds Personal Budgets Peer Support Group ([see the Contacts page](#)), for a chat with people like yourself who use a personal budget and employ PAs.



**There are sample forms in Chapter 6 which you can copy and use. Check with your Personal Budget Advisor before using them. All forms and templates are available electronically at [www.leeds.gov.uk/PAs](http://www.leeds.gov.uk/PAs)**

## Introduction



This is a reference guide, so there's no need to read it cover-to-cover. Just refer to each chapter when you need it. There is a checklist at the end of each chapter which highlights the most important points.

Take your time, and remember – you're not alone! There are lots of people and organisations who can help. **Turn to the Contacts page for their details.**



### Who is your Personal Budget Advisor?

This guide often refers to your 'Personal Budget Advisor'. This just means the person, or people, who normally advise you about your personal budget and/or employing people. Your advisor might be ASIST (the Leeds Personal Budget and Direct Payments Support Service) or someone else.

If you would like to use ASIST, and are eligible for social care support, contact them on 0113 214 3599. Alternatively, there are many other organisations that can provide help and advice about employing people – see below for their details.

## Advisors at assist

**assist** stands for the Actively Seeking Independence Support Team. It is the free, independent, user-led support service for people using a personal budget or direct payments to employ a personal assistant in Leeds. It is free to access for any social care customer using a personal budget or direct payments.

Your advisor can help you with:

- recruitment, interviews and how to supervise your PA(s)
- arranging reference and Criminal Record Bureau (CRB) checks
- support with disciplinary and grievance procedures
- arranging access to essential short courses such as moving and handling or child safeguarding
- health and safety, forms and contracts etc
- managing your finances, including providing a payroll administration service, advice on becoming registered as an employer with HM Revenue & Customs (HMRC) and on setting up your own recording system.

**Tel 0113 214 3599 • textphone 0113 214 3598 • Email [assist@leeds.gov.uk](mailto:assist@leeds.gov.uk)**



**Leeds Centre for Integrated Living**  
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