

# Contacts

## for help and advice



### Employing a PA - GENERAL advice

#### My Personal Budget Advisor

If someone is already advising you about employing a personal assistant, put their name and number here for quick reference:

Name ..... Tel .....

#### My Insurance Advice Line

Name of insurer ..... Tel .....

#### ASIST - Actively Seeking Independence Support Team

The Leeds Personal Budgets and Direct Payments Support Service (see page 2 for more).  
Tel: 0113 214 3599 • Textphone: 0113 214 3598 • Email: [asist@leeds.gov.uk](mailto:asist@leeds.gov.uk).

#### 'Free to Live' - the Leeds Personal Budgets Peer Support Service

Informal advice from volunteers in Leeds who use personal budgets.  
Tel: 0113 214 3594 (contact c/o Leeds Centre for Integrated Living)  
Email: [info@personalbudgetsleeds.org](mailto:info@personalbudgetsleeds.org) • Web: [www.personalbudgetsleeds.org](http://www.personalbudgetsleeds.org)

#### Personal Assistants' Network

Support and advice for PAs and people who employ them.  
Tel: 01246 541 673 • Web: [www.panet.org.uk](http://www.panet.org.uk)

### Employing a PA - LEGAL advice

#### ACAS - Advisory, Conciliation and Arbitration Service

Tel: 08457 47 47 47 • Textphone: 08456 06 16 00 • Web: [www.acas.org.uk](http://www.acas.org.uk)

#### Independent Safeguarding Authority (ISA)

Advice about ISA registration.  
Tel: 0300 123 1111 • Web: [www.isa-gov.org.uk](http://www.isa-gov.org.uk)

#### UK Border Agency (Home Office)

To check your employee can legally work in the UK.  
Tel: 0300 123 4699 • Web: [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk) (then follow link 'For employers and education providers')

#### HMRC (HM Revenue & Customs)

Advice on tax, becoming registered as an employer and (for PAs) being self-employed.  
Tel: 0845 607 0143 (National helpline for new employers)  
Textphone: 0845 602 1380 • Web: [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

#### HMRC Employment Status Indicator Tool

To check whether someone qualifies as 'self-employed' for tax purposes.  
Web: [www.hmrc.gov.uk/calcs/esi.htm](http://www.hmrc.gov.uk/calcs/esi.htm)

## Training courses for your PA

Talk to your Personal Budget Advisor first about what training might be available.

### Skills for Care

Tel: 0113 245 1716 • Email: [info@skillsforcare.org.uk](mailto:info@skillsforcare.org.uk) • Web: [www.skillsforcare.org.uk](http://www.skillsforcare.org.uk)

## Pensions advice

### UK Pension Service

Tel: 0845 60 60 265 • Text phone: 0845 60 60 285 • Web: [www.thepensionservice.gov.uk](http://www.thepensionservice.gov.uk)  
Unless you employ five people or more, you do not need to offer access to a pension.

## Health and safety advice

### Health and Safety Executive

Tel: 0845 345 0055 • Textphone: 0845 408 9577 • Web: [www.hse.gov.uk](http://www.hse.gov.uk)

### ACAS - Advisory, Conciliation and Arbitration Service

Tel: 08457 47 47 47 • textphone: 08456 06 16 00 • Web: [www.acas.org.uk](http://www.acas.org.uk)

## Personal budgets or direct payments advice

### My care manager's contact details:

Name ..... Tel .....

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Tel: 0113 214 3599 • Textphone: 0113 214 3598 • Email: [asist@leeds.gov.uk](mailto:asist@leeds.gov.uk)

### Leeds Adult Social Care website

[www.leeds.gov.uk/personal\\_budgets](http://www.leeds.gov.uk/personal_budgets)

## Other general advice

### BusinessLink

Government website offering clear, reliable information about employment.  
Tel: 0845 600 9 006 (Helpline) or 0845 6 048 048 (Yorkshire)  
Email: [info@businesslinkyorkshire.co.uk](mailto:info@businesslinkyorkshire.co.uk) • Web: [www.businesslink.gov.uk](http://www.businesslink.gov.uk)

### Citizens Advice Bureau (CAB) Leeds

Available in different areas across the city. They can give you advice in person, though it won't be as specific as advice from ASIST.

Tel: 0844 477 4788 • textphone: 0113 281 6749 • Web: [www.leedscab.org.uk](http://www.leedscab.org.uk)  
Citizen's Advice Guide: [www.adviceguide.org.uk](http://www.adviceguide.org.uk) (follow 'Employment' link)

### DirectGov

General, plain English information about UK public services all in one place (website only).  
Web: [www.direct.gov.uk](http://www.direct.gov.uk)

*Leeds City Council cannot take responsibility for the accuracy of information provided by non-council bodies.*