

# The **asist** guide to employing your own support staff



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**asist** (Actively Seeking Independence Support Team) providing information, guidance and support for people employing their own Personal Assistants (PAs).

*A Personal Assistant (PA) is somebody who can help with daily living tasks such as personal care or attending appointments.*

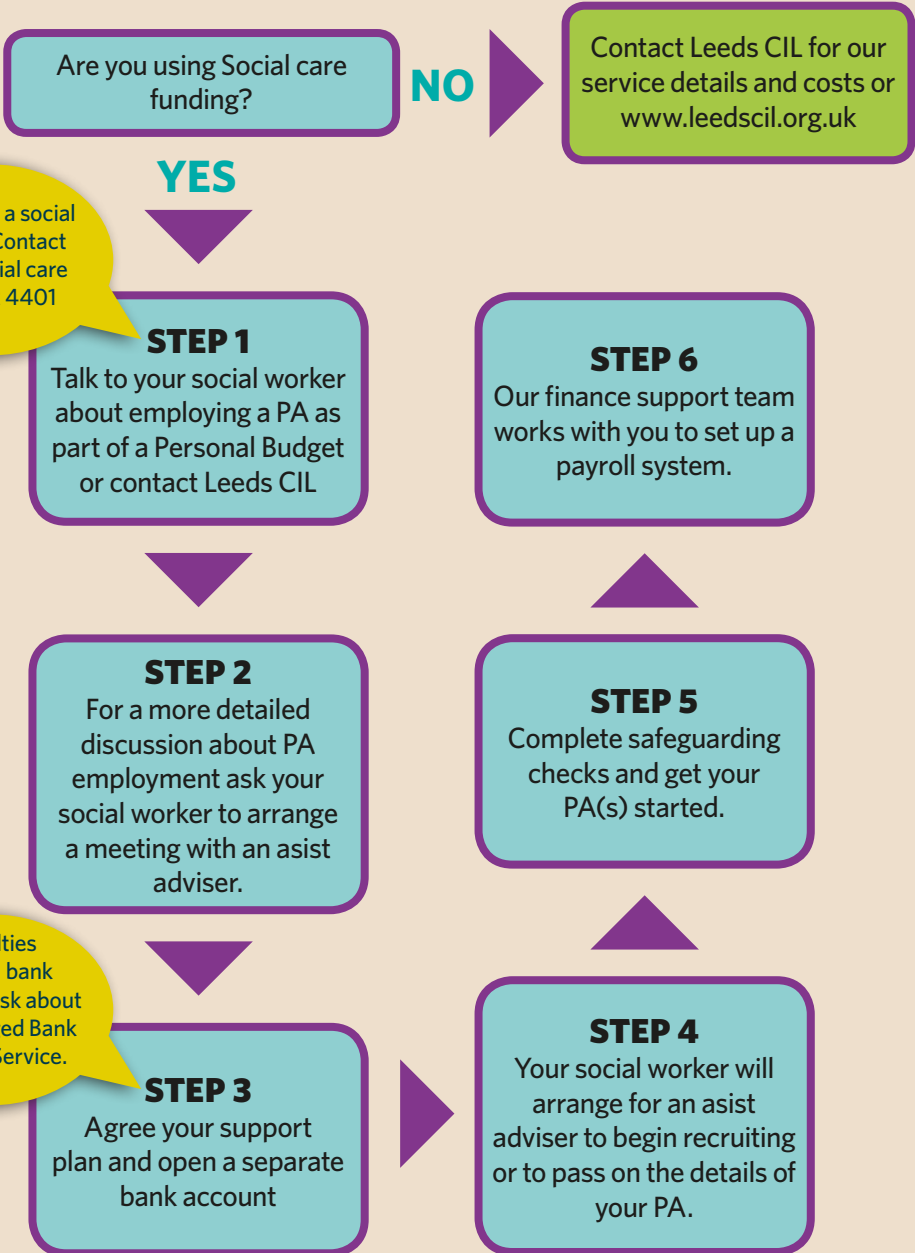
## **Welcome to asist**

This guide is an overview to becoming an employer and the support that is available from asist. Becoming an employer will give you a lot of control over the personal support you need but it also brings responsibility for employing and managing your own PA(s) – our aim is to make this as simple as possible for you.

**Becoming an employer will give you a lot of control over the personal support you need**



# How does it work?



# Essentials

## Bank Accounts

Before you can receive payments you will need to open a separate bank account (separate from your normal personal bank account). Why not ask about our 'Managed Bank Account Service'?

You must not use your separate account for personal purposes, even if you intend to repay the money. This would break the terms of your contract with your local authority and that means your payments could be ended.

## Records

You will need to keep a record of everything you pay for with the money from this account.

- Cheque book stubs
- Bank statements
- Invoices
- Receipts
- Wage records

We can supply recording forms for you to use to keep track of what is going in and out of your account and we can also give you a handy folder to store them all in!

## Do I have to pay anything?

If you receive funding from Leeds Adult Social Care you do not have to pay to use **asist**. However all users of Leeds Adult Social Care services may have to pay a contribution towards the cost of their care. This is true whether you arrange your support using a personal budget or have care services provided by the local authority. Any contribution you are asked to pay will be based on your disposable income (excluding any earnings), after housing and disability-related costs are taken into account.

**“You will need to keep records of receipts and payments.”**



## Further support

Here are just some of the areas that the team at asist can support you with.

### Recruitment

- Job descriptions, advertising, application forms
- Interviewing
- CRB (Criminal Records Bureau), references, work permits
- Contracts of employment
- Induction, training and appraisals.

### Policies, Procedures and Record Keeping

- Holiday entitlement and sickness policy
- Record keeping, holidays, sickness, timesheets
- Maternity, paternity, adoption and paternal leave
- Grievance and disciplinary procedure

### Money Matters

- Bank accounts
- Record keeping and audits
- Payroll
- Pensions
- Liability insurance
- Changes in circumstance
- Safeguarding your money

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## Useful information

**Your Personal Budget, a users guide**

**Becoming an Employer: a guide for personal budget holders in Leeds**

**Personal Budgets DVD**

All available from your social worker:  
[www.leeds.gov.uk/personalbudgets](http://www.leeds.gov.uk/personalbudgets)  
or call 0113 2224401

Also available from asist 0113 214 3599 or go to  
[www.leedscil.org.uk](http://www.leedscil.org.uk)

Contact other PA employers at **Free to Live Leeds** –  
Leeds Peer Support Group [www.freetoliveleeds.org](http://www.freetoliveleeds.org)



**The asist team  
can give you lots  
of support!**

## **Contact **asist****

**asist** is part of Leeds CIL and you can find us at:

**Armley Grange Drive, Leeds LS12 3QH**

**Tel: 0113 214 3599**

**Minicom: 0113 214 3598**

**Fax: 0113 214 3595**

**E-mail: [info@leedscil.org.uk](mailto:info@leedscil.org.uk)**

**[www.leedscil.org.uk](http://www.leedscil.org.uk)**

**If you require this information in other  
formats please contact Leeds CIL**