



Direct Payments – Personal Assistant (PA) Factsheet

What are my main responsibilities when employing a personal assistant?

Terms and Conditions

Employees have the right to a statement of written particulars (this must be in place before your employee begins work).

For further information, visit the [Direct Payment Support Service page](#)

Job description/person specification

It helps to have a detailed job description which sets out what you need help with.

For more information and to view an example please see: www.norfolk.gov.uk/dpss

By Law you must provide payslips

You will probably find it easier to use a payroll service provider.

Direct Payment Support Services (DPSS) offer a payroll and support service.

www.norfolk.gov.uk/dpss

Sunday working

You can't force someone to work on Sundays. Even if they agree, they can opt out of Sunday working by giving 3 months' notice.

[Read further information about Sunday working on the GOV.UK website.](#)

Health and safety

You need to provide a safe place to work. You also need to assess any health and safety risks to you and your staff, and take any relevant action arising from the assessment.

For more information visit the [Direct Payment Support Service page](#) or www.hse.gov.uk

Pre-employment checks – DBS

An enhanced Disclosure and Barring Service (DBS) check must be completed for all employees before they can start working for you. If you are engaging the services of a Self-employed PA they should produce a DBS (issued within the last 3 years) for you to view.

Pre-employment checks - References

It's always a good idea to get a couple of references from previous employers.

For more information and an example of a letter asking for a reference visit the [Direct Payment Support Service page](#)

Right to work

By law you must check the person has the right to work in the UK. If you don't do this, you may be breaking the law and could be fined up to £20,000.

[Go to Home Office Guidance about right to work.](#)

Short Breaks Team contact details

The Short Breaks Team are available Monday to Thursday 9am to 5pm, Friday 9am to 4.30pm via email cs.shortbreaks@norfolk.gov.uk or telephone 01603 692455.