

FACTSHEET 5 - HOW DO I FIND A PERSONAL ASSISTANT?

Many people already know someone they would like to employ as their Personal Assistant or PA, to provide their care and support.

There can be advantages to this arrangement, for example, you may know someone you trust who understands your needs, who speaks your language, who shares your interests who you would prefer to employ to provide your care and support.

However, you must remember you will be their employer and they will be your employee and you may need to think about how this might affect your personal relationship. They should not normally live with you.

Other ways to find a Personal Assistant

For other good ways of finding a Personal Assistant, you should visit the Skills for Care website if you are able to. Click [here](#) to access

Skills for Care is an independent charity with considerable experience in workforce development and working as a partner for the Department of Health and Social care.

Their recruitment toolkit is a very helpful resource, offering lots of practical advice in recruiting Personal assistants. Click [here](#) to access

If you cannot access their website, they suggest:

- You could advertise in your local newspaper
- Your local Jobcentre Plus will advertise your job free of charge and will often help you to write the advert.
- You could advertise on the [Advertise a Job](#) website, which is a free online job advertising service.
- Local support organisations may advertise jobs on their website. Contact them for more information.
- You could advertise for students through your local college or university.

For more information visit www.newham.gov.uk/directpayments

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You can also contact the Council's Direct Payment team who can put you in touch with local organisations that could help you.

Remember, as an employer you have a responsibility to verify anyone you wish to employ has the right to work in the UK

Self Employed Personal Assistants

If you do engage the services of a self-employed Personal Assistant, you must be sure that they have been granted self-employment status by HMRC; otherwise, you are liable for their tax and National Insurance.

Gov.uk has a Check Employment Status Tool (CEST) you can access by clicking [here](#)

If you mistakenly employ somebody thinking they are self-employed and it turns out they are not, you will be liable for back-payment of tax and National Insurance Contributions plus fines. This can add up to a considerable amount of money, so it is important to get it right.

If you are in any doubt about employing a PA who would be self-employed and would like advice, please contact our Direct Payments team.

Their contact details are:

Direct Payments team
London Borough of Newham
Newham Dockside
1000 Dockside Road
London E16 2QU

Tel: 0203 3373 4061

Email: DPTeam@newham.gov.uk

If you are unable to use the links, provided please contact our Direct payments team for help.