

# Mencap Information and Advice



## Employing Support Staff



# Step 1 - How do you want to employ your support staff?

- Agency
- Self Employed
- Employee
- Casual Employee



## Step 2 - Contacting an Agency

- Provide a service agreement
- Job description
- Personnel specification
- Agree rates/fees
- Interview candidates



## Step 2 - Recruiting a self-employed person

- Advertise
- Contract for service
- Undertake interview
- Check self-employed status



## Step 2 - Recruiting an employee

- Job Description
- Personnel Specification
- Advertise
- Application form



## Step 2 -Recruiting an employee

- Interviews
- Establish pay rates
- Check on eligibility to work
- Get References



## Step 3 – Starting employment of support staff

- Induction
- House Rules
- Holidays
- Sickness



## Step 3 – Starting employment of support staff

- Work Arrangements
- Managing Pay
- Contracts
- Creating an Employee Information Pack





## Steps 4 and 5 – Support Staff in Employment and Ending Employment

**There are other considerations to take into account:**

- Sickiness
- Maternity
- Pensions
- Grievances
- Resignation
- Dismissal



# Budgeting when Employing staff

## What to consider:

- PA's Wages
- On costs of Employment
- Holiday Cover
- General Admin
- Recruitment



# How Employing staff should be budgeted for

- Insurance
- Emergency Cover
- Payroll
- Training
- Other Out of Pocket Expenses



# Personal Assistant Wage

- Amount per hour – employer will pay PA
- Shown as a gross amount in the budget - i.e. before Tax and NI deductions
- Rates will differ from employer to employer
- Rates should depend on nature of job and skills and experience required



# On-Costs of Employment

- Employer National Insurance Contribution – on employees earning over £148 at 13.8% on every pound earned over £148 (Tax year 13/14)
- Additional to salary so needs to be added to budget
- Sick & Maternity Pay



# Holiday Cover

- 1<sup>st</sup> April 2009 – all workers have right to 5.6 weeks' paid annual leave – pro rata
- PA's paid holiday is covered in budget
- Budget needs to consider holiday cover for when PA is away
- Put in budget 57.6 weeks of PA wage or work out weekly cost for 5.6 weeks divided by 52 weeks of the year



# Holiday Cover Calculations

Employee earns £200 a week -

$$£200 \times 57.6 \text{ weeks} = £11520$$

$$/ 52 \text{ weeks} = £221.54$$

Or

$$52 \times £200 = £10400 / 52 = £200$$

$$5.6 \text{ weeks} \times £200 = £1120 / 52 = £21.54$$



# General Administration

- Paper
- Photocopies (time sheets/contracts etc)
- Document storage (files/plastic hole-punch pockets)
- Postage and telephone costs

**£1 a week is normally sufficient  
irrespective of size of individual's  
budget.**





# Recruitment Costs

## Where will you find your PA?

- Some PA finders are free others charge
- Advertising costs – e.g. local paper, shop window
- Hiring Interview venue (job centre is free)
- Transport costs

**Allow £50- £100 a year for Recruitment costs**

# Advertising Costs Examples

<b>Place</b>	<b>Amount</b>
Local PA Finder/PA Pool	£0 - £5 a week
Local Paper	£200 minimum
Gum Tree	£25
Job Centre	Free
Post Office or shop window	Approx £2 a week
Local Church/Community Centre	Usually Free



# Insurance Costs

- Employer's Insurance and public liability insurance are legally required to insure all employees (covers any employees – they are not named individually on policy)



# Emergency Cover Costs

- Employer may need someone to cover if PA is sick.
- Consider the following when setting aside money for emergency cover.



# Emergency Cover Costs

- Has the person got more than one PA who can stand in?
- Can a family member step in?
- Do they have a list of PA's that they can call?
- Is it crucial that they have the same amount of support that they usually have?
- Will they have to use an agency?

# Emergency Cover Costs

When budgeting for an emergency a lot depends on how big the package is.

A minimum may be a week's cover but some people may need as much as 4 weeks.

Remember that Agency fees are much higher than your own PA's salary so will need to be accounted for in their budget.

# Payroll Costs

Payroll will do your employees wage slips and work out Income tax and NI for your employee and employer National Insurance for you.

The employer will be sent bills from the Inland Revenue for Tax and NI

# Payroll Costs

Some councils pay all payroll costs but others may not.

If not the employer may need to pay a registration fee and then a charge per payslip or form e.g. tax form, P45 etc..

Some Payrolls offer managed account options for Direct Payments – there will be additional charges for this service.



# Training Costs

The Employer is legally obliged to keep their PA safe at work

An individual may choose to train their PA's themselves or by sending them on training courses

# Training Costs

Training courses may include:

- Lifting and handling
- Food hygiene
- Fire safety
- Safety in the home
- First aid

# Training Costs

The employer may be able to access free training provided by the Local Authority.

Training is expensive – so if specific training is required – costs must be looked into when Budgeting.

# Other Expenses

Out of pocket expenses should be Considered.

- PA transport (whilst at work - not to and from work)
- Mobile phone
- PA's expenses – parking or event entry

# Other Expenses

- Expenses can be done as an average over the year
- If an expense needs to be paid in full early on you can ask for an upfront payment from the council e.g. equipment, insurance
- Expenses are non-taxable – but the service user should keep all relevant receipts

# Any Questions?



# For more information about Employing Staff or anything else you can contact the Mencap Direct Advice and Information Service

**Freephone: 0808 808 1111**

**Email: [help@mencap.org.uk](mailto:help@mencap.org.uk)**

**Text: 0771 798 9029**

**Text Relay: 18001 0808 808 1111**

**Post:**

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