

# Employing a Personal Assistant



This easy read tells you about employing a personal assistant.

## What is a Personal Assistant?



A personal assistant (PA) is someone who gives regular help to another person.



This can be help with things like:

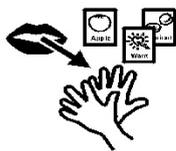
- Personal Care



- Home support



- Day to day activities



- Help with communication



- Getting out in the community.



- Getting around at home



- Help with meals



- Social support to go to activities and events.



- Help with assistance animals.



- Help with money and paperwork.



- Help with studying, volunteering, training and employment.



To find a personal assistant please look at the 'how to find a personal assistant' [factsheet](#) or the easy read document.

## If you are an employer



If you are employing a PA you must make sure:



- You have Employer's Liability Insurance and that you renew it every year (annually).



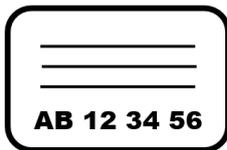
- That you make an employment contract and any relevant policies ([skills for care individual toolkit](#) and ACAS).



- That you check the PA has a right to work in the UK and keep a copy of the right to work documents. You can find information about this on the Government website.



- That you are paying your PA statutory holiday and sick pay. You need to calculate this correctly.



- That you are paying the right amount of tax and national insurance.



- Pension auto enrolment where applicable.



If you need more advice on payroll or any other things to do with becoming an employer, Direct Payment Support Services can help you.



We have an easy read document about Direct Payment Support Services in our [easy read library](#).

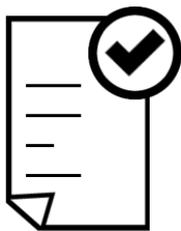
## Self-employed PAs



If the PA says they are self-employed you must make sure that they are.



[HMRC's Employment Status Indicator \(ESI\) tool](#) which will tell you if your PA is employed or self-employed.



If the PA is 'self-employed for tax purposes' according to the ESI tool, then the PA must send a copy of the ESI certificate to your social worker.



If the PA is self-employed then they are responsible for paying their own tax and National Insurance.



If the ESI tool says they are classed as employed, the employer would be responsible for all tax and national insurance payments.

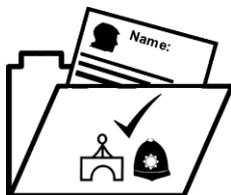


If you don't know the employment status of a PA you can contact Acas for help on a case-by-case basis.



[Acas](#) gives employees and employers free, impartial advice on workplace rights, rules and best practice. It also offers training and help to solve issues.

## Disclosure and Barring Service (DBS)



All PAs working with people who get direct payments must have an enhanced DBS with barred list check.



The Enhanced DBS with Barred List check can be asked for by Nottinghamshire County Council and won't cost you or your PA any money.



The DBS check should be completed within 12 weeks but most are completed more quickly.



If you need more information you can see [the DBS factsheet.](#)

## Modern Day Slavery



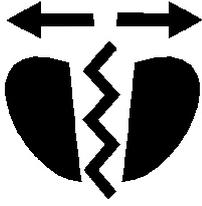
Modern Day Slavery is when someone is exploited by someone else by being forced to work or controlled, not allowed to leave, not paid, or given very little pay.



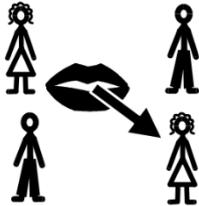
To try to make sure that Modern Day Slavery does not happen, there are some things you must do.



Make sure the bank account you are paying the money into is in the PA's name and not in someone else's name.



If there is more than one PA, each person's wages should be paid into separate bank accounts, not one bank account between them.



If you have any worries about the bank account you are being asked to pay the money into you should contact the Multi Agency Safeguarding Hub (MASH) on 0300 500 80 80.

## Contact Information



If you need any more information or have any questions about Direct Payments, please contact the Direct Payments Enquiries Team by



Phoning: 0115 8044945

Emailing: [dpenquiries@nottsc.gov.uk](mailto:dpenquiries@nottsc.gov.uk)



If you need to get in touch with someone about the help you are already getting, please contact the Customer Service Centre.

## Customer Service Centre



Our Customer Service Centre can answer most of your questions and help with information and form filling.



There are several ways to contact them, including:

**Web:** [Use our online contact form](#)



**Telephone:** 0300 500 80 80



**Text Relay:** 18001 0115 977 4050

People who have hearing or speech difficulties and prefer to communicate via

text can use the Text Relay service through the [Relay UK app](#).



## **Sign Video**

People who use British Sign Language to communicate can use [the SignVideo app](#) to speak with us.

## **Links in this document**

### **How to find a personal assistant factsheet**

[nottinghamshire.gov.uk/media/vdmmge54/findandrecruitapersonalassistantfactsheet4.pdf](https://nottinghamshire.gov.uk/media/vdmmge54/findandrecruitapersonalassistantfactsheet4.pdf)

### **Skills for Care Individual Toolkit**

[skillsforcare.org.uk/Recruitment-support/Support-individual-employers-PAs/Individual-employers/Individual-Employers.aspx](https://skillsforcare.org.uk/Recruitment-support/Support-individual-employers-PAs/Individual-employers/Individual-Employers.aspx)

### **Nottinghamshire County Council easy read library**

[nottinghamshire.gov.uk/global-content/easy-read-library](https://nottinghamshire.gov.uk/global-content/easy-read-library)

### **Employment Status Indicator Tool**

[gov.uk/guidance/check-employment-status-for-tax](https://gov.uk/guidance/check-employment-status-for-tax)

## **Acas**

[acas.org.uk/](https://acas.org.uk/)

## **DBS Factsheet**

[nottinghamshire.gov.uk/care/adult-social-care/social-care-publications/disclosure-and-barring-service-dbs-checks-for-personal-assistants](https://nottinghamshire.gov.uk/care/adult-social-care/social-care-publications/disclosure-and-barring-service-dbs-checks-for-personal-assistants)

## **Nottinghamshire County Council – contact us form**

[nottinghamshire.gov.uk/contactform](https://nottinghamshire.gov.uk/contactform)

## **Relay UK app**

[www.relayuk.bt.com/how-to-use-relay-uk/download-app.html](https://www.relayuk.bt.com/how-to-use-relay-uk/download-app.html)

## **SignVideo app**

[signvideo.co.uk/download](https://signvideo.co.uk/download)

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For plain English factsheet version of this information, go to:

[Direct Payments - Employing a Personal Assistant: factsheet 2 |](#)

[Nottinghamshire County Council](#)

<https://www.nottinghamshire.gov.uk/care/adult-social-care/social-care-publications/direct-payments-employing-a-personal-assistant-factsheet-2>

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