

using a personal assistant

One of the many benefits of having a personal budget is being able to use a personal assistant (PA), where this meets your eligible needs. A PA is a person paid by you to help you live more independently ...

There are two ways to get a PA: employ someone privately, where you become the person's employer, or pay an agency to provide someone. Talk to your care manager about which way would suit you best. Here are some things to consider:

Employing someone privately

Many people feel that the extra control and flexibility of employing PAs privately is worth the added responsibility. There's a lot of support available, including ASIST, the free Personal Budgets Support Service (see below), who can help you recruit someone and provide ongoing support.

As the employer, you're in charge: you advertise, interview people and choose someone who suits you. But you're also responsible for the administrative and legal responsibilities that go with employing staff, including managing your PA's pay and arranging the appropriate insurance before they start.

Paying an agency to provide someone

The agency will find you a PA (depending on the type of agency, this may not be the same person each time), pay their wages, tax and national insurance and deal with many day-to-day issues. But you'll have less choice over who they send, and, as you won't be in control of the interview process, you'll have to trust that the agency will provide someone who suits your needs.

Employing someone through an agency also costs more, so this option would use up more of your personal budget.

- Call ASIST on 0113 214 3599 for further advice about using PAs.
- Contact *Free to Live* on 0113 214 3594 or visit the website www.freetoliveleeds.org to speak to people who already use PAs.
- If you will be employing a PA **privately**, find out more in *Adult Social Care's Guide to Becoming an Employer*. If you plan to use an **agency**, see the factsheet '*Buying services and support*'.

See overleaf for details on how to get copies of employment guide and further factsheets.

Turn over
for further
information



Find out more about personal budgets and directing your own support

personal budgets and employing PAs

- **Fact sheets** – find the rest of the series at www.leeds.gov.uk/personal_budgets
- **Booklet: *Your Personal Budget*** – more detail about the different steps to getting a personal budget.
- **Short film: *Personal Budgets in Leeds*** – people in Leeds talk about using personal budgets to live more independently. Watch it online at www.leeds.gov.uk/personal_budgets.
- **Peer support** – talk to people who already use a personal budget! Contact Free to Live, the Personal Budgets Peer Support Network, on 0113 214 3594 or visit their website at www.freetoliveleeds.org.
- **Employing personal assistants (PAs)** – if you're going to be recruiting and employing your own PAs, ask for a copy of the *Leeds Guide to Becoming an Employer*. If you're using an agency, see 'Choosing services and support', below.
- **Further information** – visit the council's website www.leeds.gov.uk/personal_budgets for loads more information including frequently asked questions, a glossary of terms, and more.

choosing services and support

- Visit www.leedsdirectory.org to find local services online. Search by service, postcode or the area where you live. Or phone the Directory Helpline on 0113 391 8333 for advice or a paper copy.
- **Booklet: *Guide to Buying Services and Support*** – tips on making the most of your budget when dealing with suppliers.

Collect the factsheet series!

1 Introduction to personal budgets	▶
2 What is a self-directed assessment?	▶
3 What is a resource allocation system?	▶
4 What is a support plan?	▶
5 How can I receive my personal budget?	▶
6 Using a personal assistant (PA)	▶
7 Buying services and support	▶
8 Keeping safe and managing risks	▶
9 Review: seeing how it's working	▶

No web access?
No problem. You can get copies of all booklets, fact sheets and other information from your care manager, or by phoning Customer Services on 0113 222 4401.