

Support to manage a direct payment

All our information sheets are available on the **My Care North Tyneside** website – mycare.northtyneside.gov.uk – or you can ask your social care worker to give you a copy.

We know that a direct payment can be a great way to stay in control of your support. It provides more choice about who provides your support than if the council arranges care for you.

If you are simply paying an agency, a day centre, or respite care, you can pay the invoices yourself using your pre-paid account, or arrange a BACS transfer using the online system.

If you are planning to choose and employ your own personal assistants, there are more responsibilities. However, there are a number of organisations which support people to do this, quality checked by the council.

The providers we list in this information sheet charge fees, which vary depending on the amount of support they provide. The council will help towards these fees.

Please note, we check fees annually and provide these as a guide – providers might change these, so you should check current rates before agreeing to their services.



North
Tyneside
Council



mycare.northtyneside.gov.uk

Support to recruit personal assistants

Northumbria Payroll Solutions

Tel: 01670 760967

Email: mail@northumbriapayroll.co.uk

Web: www.northumbriapayroll.co.uk

Disability North

Tel: 0191 284 0480

Email: reception@disabilitynorth.org.uk

Web: www.disabilitynorth.org.uk

This support can include:

- Support to plan how to use the personal budget: setting wages, the number of hours, and how much money to set aside for National Insurance, cover for annual leave, and other contingencies.
- A template application form and job description to personalise yourself.
- Advice around employment law, e.g. equality requirements and right to work checks.
- DBS checks on candidates.
- Advice to understand your responsibilities and how to make the most of your budget.
- Support to advertise for personal assistants.
- Support to plan and undertake interviews, including note-taking.
- Support to seek references.
- A follow-up visit, to check all is going well and answer any queries.

Support to start employing personal assistants

Once you hire personal assistants, you have the same responsibilities as any employer: to provide a contract, to ensure employees' health and safety (risk assessment), to have employer liability insurance, and enrol staff in a pension, etc. We recommend that you use a specialist organisation to support you with this.

The providers listed in this information sheet will provide advice and support with:

- Understanding your responsibilities as an employer
- Arranging employer liability insurance
- Personalising an employment contract
- Developing an induction plan, time sheets, annual leave systems, and rotas
- Health and safety, e.g. providing PPE, completing risk assessments
- Submitting timesheets.

Ongoing support with payroll

When you are an employer, you have a number of ongoing responsibilities: paying staff, employer National Insurance, employer pension contributions, etc. You also need to set aside contingency funds for things like annual leave cover. It is highly recommended that you use a payroll agency to handle these tasks.

The council's approved payroll providers support with:

- Advice and guidance on all aspects of payroll
- Registering as an employer with Inland Revenue
- Processing wages and issuing payslips
- Calculating money owed and submitting documentation to HMRC, and issuing P45s/P60s.

Disability North

Tel: 0191 284 0480

Email: reception@disabilitynorth.org.uk

Website: www.disabilitynorth.org.uk

Northumbria Payroll Solutions

Tel: 01670 760967

Email: mail@northumbriapayroll.co.uk

Website: www.northumbriapayroll.co.uk

PayPacket

Tel: 0800 848 8998

Website: www.paypacket.co.uk

PeoplePlus

Email: ils.epayslips@peopleplus.co.uk

Website: <https://peopleplus.twokin.gs/your-care-package>

Donna Henderson

Ideal Book-Keeping Services

Tel: 07702 822634

Address: 69 Hotspur Road, Wallsend, Tyne and Wear, NE28 9HJ

How much will the council contribute towards payroll costs?

The council will pay for payroll costs, if an approved provider is used.

Alternative formats

If you need us to do anything differently (reasonable adjustments) to help you access our services, including providing this information in another language or format, please contact the Social Care Contact Centre on 0191 643 2777, or email: childrenandadultscontactcentre@northtyneside.gov.uk.

Document last reviewed: July 2024