



DIRECT PAYMENT – STARTER CHECKLIST

<u>Getting Ready</u>		
Kent Card – Give Full Name and Date of Birth for Kent Card Holder to Direct Payment Case Worker		
<u>Recruiting</u>		
Write Job Description. Template on www.wearebeams.org.uk		
Advertise/ Application Forms / Interviewing		
Decide who will work for you AND be clear what you want them to do		
Carry out Right to Work Checks		
Obtain Consent to hold PA's data and give privacy notice		
DBS – complete DBS Application form and send to your DP Case Worker		
Decide who will sort out the Tax & NI – you or a payroll company		
<u>Register as a new employer.</u> Either complete your Payroll Service Registration paperwork to enable them to do this for you OR contact Inland Revenue and register yourself		
Does your PA have training needs?		
Arrange adequate Employers Liability Insurance <i>before</i> your PA starts working		
Write a Contract of Employment. Template on www.wearebeams.org.uk		
PA entitled to Supervision & Holiday		
Pension Regulations. More information can be found by visiting www.thepensionsregulator.gov.uk		