



Solihull
METROPOLITAN
BOROUGH COUNCIL

Document 1

Employing a personal assistant: Things to take into consideration

Employing a personal assistant: Things to take into consideration – Document 1

When employing a personal assistant (PA) there are a number of things that need to be taken into consideration when support planning.

- Rate of pay for PA – this needs to be at least the national minimum wage allowance:
 - £6.19 per hour for workers aged 21 and over
 - £4.98 per hour for workers 18-20 years
 - £3.68 per hour for workers 16-17 years

Most rates of pay are between £6.50- £9.00 per hour. It may be that to secure the services of a more experienced PA the service user would like to pay a higher hourly rate. This is acceptable but the amount of hours they can afford will decrease.

- **PA Allowances** – When employing a PA, extra costs have to be taken into consideration such as holiday pay, sickness pay, employer's national insurance, a small allowance for mileage and cover for the PA's holiday. Therefore at least £3.00 per hour needs to be added on to the PA's hourly rate to reflect these allowances.
- **DBS (previously CRB check)** – This needs to be included in the support plan (unless SMBC has agreed to fund this separately) as an extra cost as there is no longer an extra payment made at the start of the direct payment. The current cost of a DBS is £55.00 per form.
- **Employer's liability insurance** – Again this needs to be included as an extra cost in the support plan. There are a number of different organisations offering the type of cover needed ranging from £67 - £135 per year. The Direct Payments Payroll and Managed Account Service (current SMBC provider) has application forms and more information on individual prices.
- **Mileage** – This is now 0.45p per mile. Service users can decide to pay more but the extra amount is taxable. It may be advisable to include this as an extra cost if the PA's car is going to be used to do a lot of long journeys.
- **Extra costs for expenses** – Again this is advisable to put in if there is going to be a lot of extra costs of going to places of interest. E.g. cost of entry to a museum or sporting venue. The PA's costs should be paid as this is not something they would normally do and is a result of their working environment.
- **PA Training** – This should be taken into consideration when writing the support plan. Training courses vary in price and so up to date information should be sourced from training providers. An estimated amount of £100 should be calculated into the support plan to cover training but if more specific courses are needed then this amount will need to increase.

Example of how to calculate support plan costs:

Mrs Jones has completed her personal budget questionnaire and has been offered a personal budget of £10,000 per year. She would like to employ a personal assistant to provide the care she needs along with helping her to access the local community and take trips to the sea side in the summer. She is looking at paying £10 per hour to the PA.

Already we know the hourly rate so need to add on £3 per hour to cover the PA's holiday/sickness pay/holiday cover/employer's NI. Therefore we need to allow for £13 per hour.

Item	Unit cost	Cost per week	Total per year
PA hours – 13.5 hours per week	£13.00 per hour	£175.50	£9126.00
DBS check	£55.00	£0.96	£55.00
Employer's liability insurance	£135.00	£2.59	£135.00
PA training	£100.00	£1.92	£100.00
Mileage for trip to sea side (110miles each way) two trips per year.	£0.45 per mile	£3.85	£200.00
PA expenses for accessing community	£5 per week	£5.00	£260.00
Contingency fund for extra PA hours/ expenses			£124.00
TOTAL			£10,000.00

