

## DIRECT PAYMENT – STARTER CHECKLIST



<b>Getting Ready</b>		
Kent Card – Give Full Name and Date of Birth for Kent Card Holder to Direct Payment Support Worker.		
Decide who will sort out the Tax & N.I. – 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.		
Arrange adequate Employers Liability Insurance.		
Social Worker will have sent you a KCC Direct Payment Agreement. You must sign and return this document before Direct Payment funding starts.		
<b>Recruiting</b>		
Decide who will do the work for you AND be clear what you want them to do.		
Advertise.		
Write advert, Job Description. Template on CFDP.co.uk		
Write a Contract of Employment. Template on CFDP.co.uk		
Application Forms / Interviewing.		
Does your PA have Training Needs?		
PA entitled to Supervision & Holiday.		
DBS		
Pension Regulations. More information can be found by visiting <a href="http://thepensionsregulator.gov.uk">thepensionsregulator.gov.uk</a>		