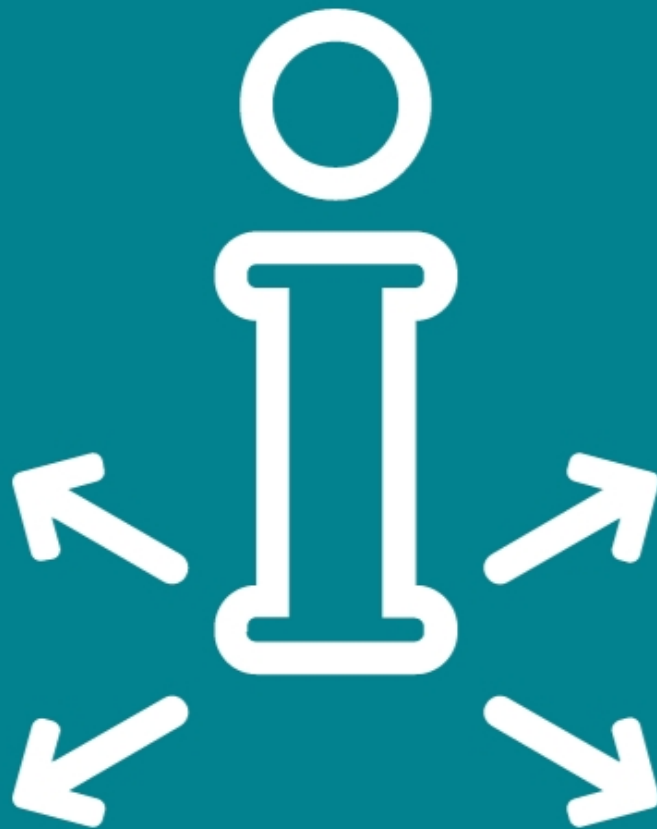


Becoming an Employer



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Introduction

We understand that becoming an employer can be daunting and you may have some questions in relation as to what happens after the assessment and funding being granted.

This publication has been developed to outline the initial key information that you may need when navigating through all of the things that you will need to consider and put into place before your PA can start their employment with you.

We will discuss:

- What happens after Fife Council have Approved the Funding
- The Service Level Agreement (SLA) and Schedule 1
- Appointing a Bookkeeper
- Arranging Employers Liability Insurance
- Issuing Terms and Conditions of Employment to your PA

We are always on hand to provide advice, guidance and support so if you do have any questions please do not hesitate to contact a member of our team, details of how you can do this can be found below:



www.sdsoptionsfife.org.uk



01592 803280



enquiries.sds@dphsfife.org.uk



Caledonia House, Pentland Park, Saltire Centre, Glenrothes, KY6 2AQ

What You Need to Know

Approval of Funding - Fife Council



When you have agreed to option 1 and an assessment has been carried out your social worker will apply for funding for you and the application will be heard by the funding panel.

Once the panel have considered the application for funding and it has been approved, they will then write out to you to confirm the outcome of this and what funding has been awarded.

Service Level Agreement (SLA)



Once the funding has been agreed upon, Fife Council will then send out to you a copy of a Service Level Agreement.

The Service Level Agreement is the contract between Fife Council and yourself regarding the funding.

Schedule 1

Enclosed within the Service Level Agreement will also be a form called a Schedule 1.

The Schedule 1 allows you to tell Fife Council where you want the funds to be paid into. You can choose to manage these funds yourself, if so you will need to set up a separate bank account for this.

You may choose to have the funds paid directly from Fife Council to your nominated bookkeeper where they will be able to manage the funds on your behalf, pay your PA, pay HMRC (Tax and National Insurance).



What You Need to Know

Appointing a Bookkeeper

The funding that you receive from Fife Council will also include a fee to cover the cost of appointing a bookkeeper so there is no requirement for you to finance this personally unless your chosen bookkeeper charges more per month than the amount that Fife Council contribute.

You can find a list of bookkeepers on page 7.

Many clients decide that they wish the funds to be transferred directly to the bookkeeper on a monthly basis which then means that they do not have to manage the payment of wages and payments to HMRC as the bookkeeper does this for them.



Once you have appointed a bookkeeper, they will then send out an information pack to you. Within this pack, there will be around 3 forms for completion by you. These forms allow the bookkeeper to set you up as an employer, instruct HMRC that they are acting on your behalf, known as being 'your agent' (this means that should HMRC have any questions or queries that they will contact the bookkeeper directly rather than making contact with yourself) and also to capture the details of your PA so that they can be set up on payroll.

When you receive the forms from your chosen bookkeeper it is recommended that you complete and return these to the bookkeeper as soon as possible so that they can start the process of setting you up as an employer with HMRC. The process of the bookkeeper setting up PAYE and notifying HMRC that you are becoming an employer can take up to 2 weeks.

You do not have to wait until your funding is confirmed and/or in place before starting this process and it is recommend that this process is started as soon as possible.

What You Need to Know

Employers Liability Insurance

When becoming an employer you are legally required to have Employers Liability Insurance in place before your PA starts working for you. Your policy must cover you for at least £5 million and come from an authorised insurer.



Employers' liability insurance protects you, as the employer, against the cost of any legal action and compensation claims that your PA may make if they have an injury or illness whilst at work.

You can if you wish source Employers Liability Insurance yourself. Please find a list of insurers on page 8. However, some bookkeepers can arrange this on your behalf. We are aware that Quill Accounts and Barrie Bookkeeping offer this as part of their services

Terms and Conditions of Employment

Under Option 1, as an employer, you are required to provide the PA with Terms and Conditions of Employment. This is a legal requirement, and they must be issued to the PA prior to them commencing their first day of employment.



Our HR Representative can help you to prepare Terms and Conditions of Employment. She will call you to discuss the Terms and Conditions, explaining them in full and by the end of the call the Terms and Conditions will be completed.

You can of course prepare your own Terms and Conditions of Employment however we would urge caution when copying these documents from the internet. Employment Law changes regularly and a copy that you find could be out of date.

Bookkeepers

Name	Address	Telephone	Website
Fife Voluntary Action	Caledonia House Pentland Park Saltire Centre Glenrothes KY6 2AL	0800 389 6046	www.fva.org/organisation_support.asp
Quill Accounts	Linburn House Station Road Auchtermuchty KY14 7DP	01337 827017	www.quillaccounts.co.uk
Barrie Bookkeeping & Payroll Solutions Ltd	Suite 1 Airlie House Pentland Park Glenrothes KY6 2AG	01592 756713	www.barriebookkeeping.co.uk
Fife Business Services Ltd	Suite 3a Elizabeth House Barclay Court Mitchelston Industrial Estate Kirkcaldy KY1 3WE	01592 572102	www.fifebusinessservices.co.uk
The Computer Bureau (Fife) Ltd	19 Pentland House Saltire Centre Glenrothes KY6 2AH	01592 774602	www.the-computer-bureau.co.uk
Capital Payroll Services Ltd	199 High Street Cowdenbeath KY4 9QF	0844 809 9346	www.capitalpayroll.co.uk
IJC Bookkeeping & Payroll (client needs to hold money in their own account)	Based in Glenfarg	01577 830125 07788 604202	www.ijcbookkeeping.co.uk
Kirkland Bookkeeping Services (Payroll only)	218 Methilbrae Methil KY8 2EX	07455 721329	www.kirkland-bookkeeping-services.ueniweb.com

Insurance Providers

Name	Address	Telephone	Website
Fish Insurance	12 Sceptre Court Sceptre Way Bamber Bridge PR5 6AW	0333 331 3770	www.fishinsurance.co.uk
Mark Bates Ltd	Premier House Londonsthorpe Road Grantham NG31 9SN	01476 514478	www.markbatesltd.com
SPAEN (Scottish Personal Assistant Employers Network)	Suite E1, Belgrave Court Rosehall Road Bellshill ML4 3NR	01698 250280	www.spaen.co.ukk

Check List

Steps	Complete
Sign and Return Service Level Agreement and Schedule 1 to Fife Council	<input type="checkbox"/>
Contact a Bookkeeper	<input type="checkbox"/>
Complete and Return Forms to Bookkeeper	<input type="checkbox"/>
Arrange Employers Liability Insurance	<input type="checkbox"/>
Contact SDS Options Fife to Arrange a Call with our HR Representative to Discuss and Prepare Terms and Conditions of Employment	<input type="checkbox"/>
Issue Terms and Conditions to PA	<input type="checkbox"/>