



EMPLOYER RESPONSIBILITIES CHECKLIST

Action	Tick ✓	Notes
Confirmation of Direct Payment (number of hours and rate per hour or amount of lump sum)		Fife Council has a set rate of pay for PAs. This rate may need to cover employer's costs, e.g. holiday pay, employer liability. You may choose to pay your PA extra out of your own income.
Separate bank account set up or Use an accountant		If setting up a bank account make sure you have a cheque book or internet banking. Alternatively an accountant can look after your budget for you.
Advert		This should have all the relevant information to sell the post to potential applicants
Application form		CVs are not recommended as a safe recruitment procedure
Covering letter		Templates available.
Advertising		The jobcentre can advertise the post for you.
Short listing		From all the applications you receive you need to decide who you would like to interview.
Interviews		Remember to ask interviewees to bring proof that they are legally entitled to work in the UK
References		Essential part of safe recruitment
Evidence that applicant is legally allowed to work in the UK (checked and copied)		The Government has "An Employers Guide to Acceptable Right To Work Documents" booklet available online.



Job Offer Letter		Template available
PVG Check (formerly Disclosure) (if required)		It is advisable that you request a PVG but you can choose not to.
Employer's Liability Insurance and Risk Assessment		This is a legal requirement. Fife Council can help you with this.
Terms and Conditions of Employment		It is advisable to issue a written statement to your PAs as soon as possible.
Payroll		Employee wages must be processed through a payroll system. You will need to arrange who to use.
Induction for Staff		This can include establishing house rules, on the job training, making them feel welcome, etc
Training for PA and Employer		SPAEN has some useful information for Employers. PA's should be offered the necessary training they need to support you e.g. First Aid
Cover arranged for Holidays & Sickness		You may want to use a relief PA or agency.
Set Up Administration System		You should keep files for payroll paperwork, invoices, and personal information stored safely.
If Receiving Direct Payments: Complete financial monitoring forms for council.		If you are managing your own direct payment you need to prove to the council how the money has been spent.