

Keeping records

The financial and tax records you need to keep will depend to some on the requirements of the organisation(s) which fund your assistance and whether you operate your own payroll. Your Social Services Department will probably have records that have to be completed as a requirement of your continued funding. If you need support in maintaining these records it should form part of your assessment for Direct Payments. Your local support scheme will also advise you about this.

In addition, it is good practice to keep records for each PA on: -

- Holiday entitlement and holiday leave
- Sick leave taken
- All correspondence between you and the PA
- A note of any problems discussed during supervision and action agreed.

It is a good idea to keep these records for some time. Inland Revenue require you to keep PAYE records for 6 years after the tax year ends. If a PA goes to industrial tribunal you will need records for up to 6 months. Rota sheets and work sheets provide employers with an opportunity to plan PA's work schedule and keep records. Many people make up their own system.

Peer support

Many Support Schemes offer opportunities for "peer support" - a way of getting support and advice from other PA employers. This can be one-to-one or in-groups. Talking over some of these management issues with others who have had similar experiences can help you to be a better employer. Together you can create the kind of support service you want.

Finally, it is important to remember that at this point in time the job of PA is not well recognised and does not have the status of other comparable occupations. We should take every opportunity to resolve this situation and try to give the work the status it deserves.