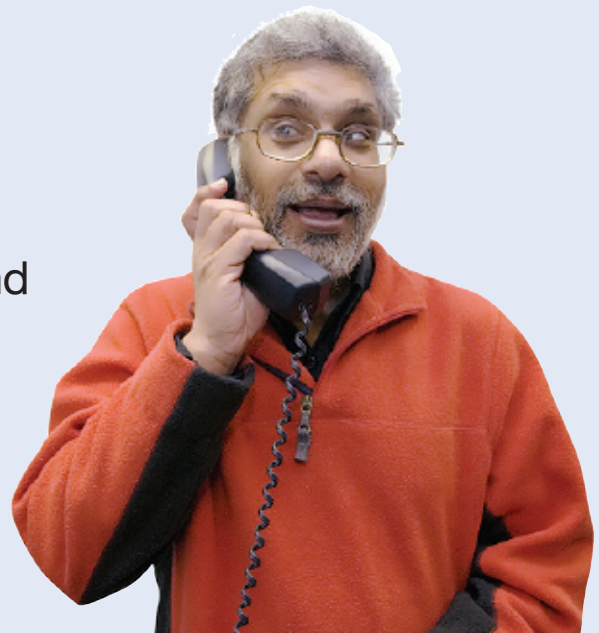


Putting you first

Factsheet 9 Employing a personal assistant: ending the employment period

The 'Putting you first' factsheets have been designed to guide you through the process of employing a personal assistant.

We know that some of the things we mention in these factsheets are quite complicated, so don't worry if you find them difficult to understand - the Adult Social Care Direct team are on hand to offer guidance, advice and information.



For help, or to discuss a referral or assessment, contact Adult Social Care Direct on **0191 433 7033**.



Ending the Employment Period

A personal assistant may leave your employment for a number of reasons. For example, they may resign, retire or leave because of redundancy or poor performance.



For information and advice on dismissal procedures, notice periods, references and calculating final pay, you can contact Business Link.

Period of Notice

There are regulations about the amount of statutory notice you must give your employee if you want to end their employment. It depends on how long they have been working for you, and you can get more information at www.businesslink.gov.uk



Dismissing your personal assistant

Employees have the right not to be unfairly dismissed. Dismissals should be the final step taken if conduct or performance does not improve after your personal assistant has received warnings.

There are regulations regarding dismissal, and you can get advice from the National Centre for Independent Living, and more information from Business Link. ACAS also provide a mediation service, which you may find helpful. If you feel that your personal assistant has caused you physical, sexual, financial or any other kind of harm, you can consider legal action.

You can also contact your care manager, or Adult Social Care Direct on **0191 433 7033** who can provide advice and contact the adult safeguarding team on your behalf.

On a brighter note, it is rare that situations ever become this bad and issues between employers and employees are normally resolved very quickly.

Important words - and what they mean

Department for Business Innovation and Skills (BIS):

This government department has responsibility for enterprise, business relations, regional development and fair markets, along with responsibility for science and innovation, further and higher education and skills.

Employee: A person who works for another person or business in return for money.

Employer: A person or a business which pays other people for their work.

Safeguarding adults procedure:

This procedure protects and supports vulnerable adults who have been abused or are at risk of being abused.

Useful contacts

National Centre for Independent Living

www.ncil.org.uk

Government information site

www.directgov.uk

Business Link

Call 0845 600 9 006

or visit www.businesslink.gov.uk

Arbitration, Conciliation and Advice Service (ACAS)

Call 08457 474747,

Minicom 08456 06 16 00

or visit www.acas.org.uk

If you have concerns

You may be vulnerable at times because of your age, illness or disability, and our advice is to try to keep yourself safe at all times.

However you may have concerns or worries that someone is harming you, abusing you, or neglecting you and the

care you need - in a physical, emotional, verbal or financial way.

We will always take your concerns seriously. We call this adult safeguarding, and you or a friend or someone you trust can contact us on **0191 433 7033** if you need help or support in dealing with a situation.

The other fact sheets in this series help you think about some of these issues so you can decide if you want to employ a personal assistant.

Other fact sheets in the the 'Employing a personal assistant' series are:

Factsheet 1 : an introduction

Factsheet 2 : pay and tax

Factsheet 3 : recruitment and selection

Factsheet 4 : choosing a personal assistant

Factsheet 5 : contract of employment

Factsheet 6 : health and safety

Factsheet 7 : being a good employer - supervision

Factsheet 8 : disciplinary and grievance

Factsheet 9 : ending the employment period

Factsheet 10 : employing a personal assistant: keeping yourself safe

Factsheet 11 : starting direct payments: what happens once your direct payment has been agreed?