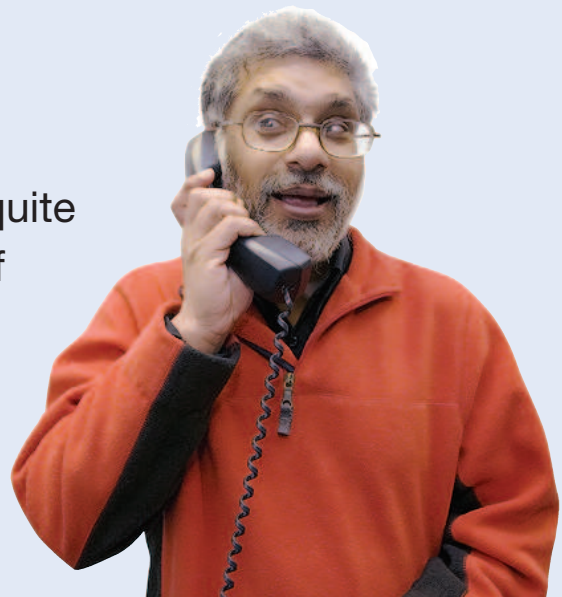


Putting you first

Factsheet 9 Employing a personal assistant: ending the employment period

This range of fact sheets has been designed to support and advise you through the process of employing a personal assistant.

We know that some of the things mentioned in these fact sheets are quite complicated so please don't worry if you find any of it difficult to understand - the self directed support team can offer you help, advice and information.



You can discuss a referral or assessment by contacting Adult Social Care Direct on **0191 433 7033**.

You can also contact the team on **0191 433 2379 / 433 2425** or email **selfdirectedsupportteamenquiries@gateshead.gov.uk**



Ending the Employment Period

A worker 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.



Dismissing your personal assistant

Dismissals should be the final step taken if, despite warnings, conduct or performance does not improve.

There are regulations regarding dismissal. You can get advice from the National Centre for Independent Living and 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 harm, for example physically, sexually or financially 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 may contact the adult safeguarding team.

On a brighter note, it is very rare situations ever become this bad and normally any issues are quickly resolved between employer and employee.

Glossary of terms

Safeguarding adults procedure:

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

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 for money.

Employer:

This is a person or a business which pays other people money for their work.

Useful contacts

Business Link: For advice on handling disciplinaries, call **0845 600 9 006** or visit **www.businesslink.gov.uk**

Arbitration, Conciliation and Advice Service (ACAS): for support and advice, call **08457 474747**, Minicom **08456 06 16 00** or visit their website at **www.acas.org.uk**

National Centre for Independent Living
www.ncil.org.uk

Government information site
www.directgov.uk

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

