

FACTSHEET 9:

Recruiting Staff:

Flintshire County Council has a responsibility to provide you with appropriate information, support and advice about setting up and using direct payments.

You will be provided with the advice and assistance you need to consider when recruiting your own staff. If you choose not to accept this support there are a number of things you must consider when recruiting and employing your own staff.

Employment law will apply to you as an employer and you must ensure that your process stays within the law.

Things to think about:

- Writing job descriptions, job specifications, job adverts
- The personal assistants conditions of service, for example; rates of pay.
- What they will do, how and when?
- What training is needed?
- What you will do when they take annual leave, are sick or need other unplanned time off work?
- How to keep safe when advertising, interviewing and recruiting?

Flintshire County Council would recommend that you:

- Do not place adverts that identify who you are and where you live.
- Do not interview people in your own home.
- Ask for references.
- Ask the council to carry out a Criminal Records Bureau check on your behalf.
- Do not interview alone.
- Check what questions you can legally ask at interview.

Flintshire County Council insists that you do not start a recruitment process without firstly talking to a member of the Direct Payments Support Service.

Direct Payments Support Service

Tel: 01352 701100

Email: dp.support@flintshire.gov.uk

A close-up photograph of two hands shaking, symbolizing agreement or partnership. The hands are of different skin tones, one darker and one lighter. The background is blurred.

“ Being able to select staff is a great advantage. ”