



**Your Life
Your Choice**
care and support designed with you



Direct Payments

4. Self-employed workers

If the person you choose to provide your care tells you they are self-employed, you should ask them to check their status with the Inland Revenue at –

www.hmrc.gov.uk/employment-status/#1

If they are confirmed as being self-employed, they must be registered with the Inland Revenue and have appropriate liability insurance. You must provide the Direct Payments team with a copy of their liability insurance for our records. It is the self-employed person's responsibility to keep the insurance up to date and they should produce annual evidence of this to you.

We strongly advise that you also ask the person for evidence of their Disclosure and Barring Service (DBS) check and obtain a contract detailing their terms and conditions e.g. the hourly rate they will charge, how much notice they require for cancellation etc.

Childminders

If the person you wish to use to provide your care is a registered childminder, the Direct Payments team will need to see a copy of their Ofsted registration and their liability insurance.

Again we recommend that you obtain a contract detailing their terms and conditions e.g. the hourly rate they will charge, how much notice they require for cancellation etc.

If you are using a self-employed worker or a childminder, you should ensure they produce a typed invoice detailing the dates and hours of care they have provided. Please make sure you keep a copy of the invoice for audit purposes.

See Factsheet 6 Auditing your Direct Payments for more information.

Should you require assistance or advice please contact the Direct Payments Support Team.

Useful contacts:

Telephone: 03000 268 200

Email: directpayments@durham.gov.uk

www.durham.gov.uk/directpayments

Please ask us if you would like this document summarised in another language or format.

directpayments@durham.gov.uk
03000 268 200