



Direct Payments Employee Update

This information applies only to those who employ their own Personal Assistants directly through Direct Payments.

If you only use an agency this information does not apply to you.

Important Employment Legislation Changes

- Minimum Wage Rate – The minimum wage for those aged over 25 will rise to £8.72 on Wednesday 1 April 2020. Please contact the Direct Payments Team as soon as possible to discuss any necessary wage increases for your employees on 03000 268 200 or email direct.payments@durham.gov.uk.
- Currently employers have three months to provide an employee with written terms and conditions of their contract. From Monday 6 April 2020 any employee or worker must be issued with these documents on, or before, their first day of employment. Please note it is your responsibility as an employer to ensure you keep a copy of your employee's contract.
- There will be some changes on how holiday allowance is calculated for employees who work variable hours, as of Wednesday 1 April 2020. As all individuals circumstances are unique, if you feel this may affect your employees, please see details below of how to get specific advice from the employment law advice service connected to your insurance.
- Please ensure your employees have used all their holiday allowance for this holiday year by Tuesday 31 March 2020.

For specific legal advice, please call the employment law advice service connected to your insurance company quoting your policy number.

Fish Insurance – Peninsula – Telephone 0844 8922 772

Premier Insurance – MSL – 0161 6032 167.

Employ with Confidence Workshop

County Hall, Durham, DH1 5UG

Thursday 1 October 10.30am to 12.00noon (followed by lunch)

You are invited to attend this session which will be led by Mark Bates Insurance. The course is aimed at employers, but you may bring along a family member or a Personal Assistant for support. The course will cover important topics such as:

- How to be a good employer
- The importance of insurance when employing a PA
- Statutory employment rights
- Handling conflicts

If you have any other areas, you would like to discuss please contact us in advance and we will try to include this if possible. To book your space please call 03000 268 200 or email directpayments@durham.gov.uk.