

Hereford Direct Payment Support Services Information 2018 -2019

Service	Services Provided	Price to the Service User – specify unit e.g. £ per hour/£ per task
PAYE Administration and Bookkeeping		
<p>Administration of a payroll and PAYE system Included:</p> <ul style="list-style-type: none"> ✓ We will act as agent with HMRC and will liaise with them on your behalf ✓ Run monthly/ 4 weekly payrolls ✓ Advice and assistance with SSP, SMP, SPP PAYE and National Insurance ✓ Annual leave calculations for P.A's. We send you an update every month with the wages slips ✓ Monthly assessment of staff each payroll to ensure all auto enrolment requirements are met and informing SU/pension provider/pension regulator of any changes. 	✓	<p>One off set up fee £30</p> <p>Payroll with 1 P.A £15.00 (inc VAT) per pay cycle</p> <p>Payroll with 2 or more P.As £30.00 (inc VAT) per pay cycle</p>
Reprinting of lost/damaged documents	✓	<p>£6.00 per set (inc Vat)</p> <p>No charge if e-mailing one item More than 1 item e-mailed £6.00 charge</p>
<p>Bookkeeping with Managed Accounts: Included:</p> <ul style="list-style-type: none"> ✓ SIL holds your Direct Payment in a dedicated client account 	✓	<p>One off set up fee £30</p> <p>£35 (inc VAT) per month</p> <p>Note; if only one invoice needs to be paid</p>

Hereford Direct Payment Support Services Information 2018 -2019

<ul style="list-style-type: none"> ✓ SIL helps you to budget your Direct Payment ✓ SIL pays bills in line with your support plan ✓ SIL completes and submits your accounts to the Council based on information you provide us with ✓ SIL returns your accounts to you after they have been audited by the council 		<p>each month then we can offer at a reduced rate of £25 (inc VAT) per month</p>
<p>Bookkeeping with own Accounts Included:</p> <ul style="list-style-type: none"> ✓ You hold the direct payment in a bank account ✓ SIL completes and submits your accounts to the Council based on information you provide us with ✓ SIL returns your accounts to you after they have been audited by the Council 		<p>One off set up fee £30</p> <p>£21 (inc VAT) per set of accounts</p>
<p>Pension Administration Service Level one</p> <p>You will be slotted into this level if you are identified as having no employees eligible for joining a pension scheme, or if any that are eligible choose to opt out. However, should an employee become eligible for enrolment to a pension scheme, or wish to join one, or you employ someone new who falls into this category, you will automatically be moved into Level Two and the additional charges will apply from the date of</p>		<p>Level one – A one-off fee of £87.50 +VAT (£105):</p>

<p>transfer.</p> <p>Level two -</p> <p>You will be slotted into this level if you are identified as having employees eligible for joining a pension scheme and who wish to take part.</p> <ul style="list-style-type: none"> ✓ Provision of an information pack from SIL, which will include information from the three most popular pension providers for small employers; ✓ Provision of prescribed notice letters to be used to advise your employees about their eligibility and whether they want to opt in to a scheme ✓ Completion of the Declaration of Compliance and lodging with the Pension Regulator ✓ Set up with the pension provider of your choice ✓ Liaising with the Pension Regulator on all matters ✓ Ensuring pension contributions are correctly calculated and deducted at source 		<p>Level two – A one-off fee of £175 +VAT (£210) :</p>
<p>Employment Set up and Support</p>		
<p>New Employer Set Up <u>when prospective</u></p>	<p>✓</p>	<p>One off set up £126</p>

<p><u>Personal Assistant (PA) has been identified by Service User</u></p> <p>Included:</p> <ul style="list-style-type: none"> ✓ Advice on making cost effective use of your Direct Payment ✓ Support to create Job Description ✓ Obtaining references (if required) ✓ Contracts of employment ✓ Information on insurance companies ✓ A written guide to employing P.As ✓ P.A training brochure ✓ Support to liaise with external agencies and your social worker 		
<p><u>New Employer Set Up when Service User needs to recruit P.As</u></p> <p>Included:</p> <ul style="list-style-type: none"> ✓ Advice on making cost effective use of your Direct Payment ✓ Support to recruit PA's ✓ Support to create advert ✓ Support to create Job description ✓ Obtain quotes for advert costs ✓ Place adverts ✓ Advertising on SIL website ✓ Our contact details are on the advert to maintain confidentiality ✓ Send out application forms ✓ Help to short list applicants who meet the job criteria 	<p>✓</p>	<p>One off set up £380 this is a fixed amount there is no additional charge if you need to recruit more than one P.A</p> <p>There is a charge for placing advert with <i>Indeed</i> of £5 per day, which will be met from your direct payment.</p>

Hereford Direct Payment Support Services Information 2018 -2019

<ul style="list-style-type: none"> ✓ Organising interviews ✓ Access to interview rooms ✓ Understanding how to carry out interviews and preparing questions ✓ Up to 2 hours support with interviewing if required ✓ Writing to unsuccessful / successful candidates ✓ Obtaining references where required ✓ Contracts of employment ✓ 1 DBS check (additional checks are charged separately) ✓ Information on insurance companies ✓ Access to P.A Register ✓ A written guide to employing P.As ✓ P.A training brochure ✓ Support to liaise with external agencies and your social worker 		
<p>Employer's Monthly Contract</p> <p>If you are new to being an employer or lack confidence to manage your staff an employer's monthly contract will provide you with regular support</p> <ul style="list-style-type: none"> ✓ Two hours individual support per month ✓ Employer bulletins ✓ Guides & Factsheets ✓ Employment and P.A Management Advice ✓ Disciplinary / Grievance Support ✓ Peer Support Group ✓ Support to liaise with external agencies and your social worker 	<p>✓</p>	<p>£30.00 per month</p> <p>£21 per hour after 2 hours of support, charged in 15 minute units at £5.25 per unit.</p>

Hereford Direct Payment Support Services Information 2018 -2019

<ul style="list-style-type: none"> ✓ Quarterly Member Newsletter ✓ Support at reviews/reassessments ✓ Collate training records and monitor training renewals ✓ Being the Boss training ✓ Discounted Pension Administration Service ✓ Dedicated named Employment Support advisor 		
<p>Employment Support on an hourly basis if you don't feel you need employer's monthly contract, but need support on an "as and when" basis you can purchase on an hourly rate</p>		<p>£21 per hour charged in 15 minute units at £5.25 per unit.</p>
<p>Recruitment and selection</p>		
<p>Advice / Assistance with Recruitment and Selection</p> <ul style="list-style-type: none"> ✓ Support to amend advert if required ✓ Support to amend job description if required ✓ Obtain quotes for advert costs ✓ Advertising on SIL website ✓ Place adverts ✓ SIL contact details are on the advert to maintain your confidentiality ✓ Send out application forms ✓ Help to short list applicants meeting job criteria ✓ Organising interviews ✓ Access to interview rooms ✓ Understanding how to carry out interviews 	<p>✓</p>	<p>£100 per recruitment round</p>

Hereford Direct Payment Support Services Information 2018 -2019

<ul style="list-style-type: none"> and preparing questions ✓ Up to 2 hours support with interviewing if required ✓ Writing to unsuccessful / successful candidates ✓ Obtaining references where required ✓ Completing contract of employment <p>SIL can offer this service without support to prepare for or conduct interviews at a reduced rate.</p>		£60 per recruitment round
<p>Personal Assistant Training</p> <p>Internal courses eg first aid, Moving and positioning - brochure available</p> <p>external companies</p>	✓	<p>£25 per course</p> <p>Cost of training course plus £5 admin charge per course</p>
Support		
Free no-obligation first visit	✓	Free
Support planning	✓	<p>Amend existing plan £125 (6 hours support)</p> <p>Develop a plan £210 (10 hours support)</p>
Assisting service user with monitoring services	✓	Included within Employers Monthly Contract
Helping service user to make the most of the DP	✓	Included within Employers Monthly Contract

Hereford Direct Payment Support Services Information 2018 -2019

		Also available to purchase on an hourly rate
Assisting service user with paperwork	✓	Included within Employers Monthly Contract
DBS (CRB) checks	✓	£68 per check
Personal Assistant Matching	✓	Included within Monthly Employer's Contract and part of recruitment
Advice and assistance with contracts and terms and conditions of employment	✓	Included within Monthly Employer's Contract Also available to purchase on an hourly rate
Health and safety	✓	Included within Monthly Employer's Contract Also available to purchase on an hourly rate
Insurance	✓	From £61 - £99 Premier Care From £67- £135 Fish Insurance
Advert	✓	At cost
Enabling service users to solve problems	✓	Included within Employer's Monthly Contract and can be purchased on an hourly rate
General		
Local office	✓	Leominster Office available for interviews
Peer Support Group	✓	Included within Employer's Monthly Contract
Rapid response capability	✓	Included within Employer's Monthly Contract