



## Self-Funder Tariffs

| DESCRIPTION OF SUPPORT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | PRICE<br>* / ** SEE FOOTNOTE     |
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| <p><b>A - Recruitment Service</b></p> <ul style="list-style-type: none"> <li>• Full support with the recruitment and setting up of payroll to include:</li> <li>• 1 DRC Support Worker visit to advise on employment legislation and responsibilities</li> <li>• To inform of recruitment processes</li> <li>• To draw up job description and application form</li> <li>• Telephone conference with DRC PA Register Administrator to plan wording/ placement of job ads and arrange interviews (all responses to advertisements and applications sent are dealt with initially by DRC)</li> <li>• Second visit from DRC Support Worker to set up payroll, fill out DBS applications etc. when PA has been recruited</li> <li>• Full payroll service from DRC on-going – (additional charge as detailed below)</li> <li>• Advise on employers liability insurance</li> <li>• And draw up employment contract</li> </ul> <p><b>Any paid for advertising required will be additional cost.<br/>Note – we cannot guarantee successful recruitment.</b></p> | <p><b>£370.00</b></p>            |
| <p><b>B - Further recruitment support</b></p> <ul style="list-style-type: none"> <li>• If further DRC support is required where recruitment has been unsuccessful (ie the need to re-advertise)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p><b>£160.00</b></p>            |
| <p><b>C - If PA is already identified, support as follows:</b></p> <ul style="list-style-type: none"> <li>• 1 support worker visit to advise on employment legislation and responsibilities and payroll set up</li> <li>• Full payroll service – (additional charge as detailed below)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p><b>£105.00</b><br/>per PA</p> |

**Call: 01582 470900**

**Website: [www.drcbeds.org.uk](http://www.drcbeds.org.uk)**

**e-mail: [personalisation@drcbeds.org.uk](mailto:personalisation@drcbeds.org.uk)**

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**Registered Charity No 1041712**

**Our Patron: The Duke of Bedford**



| DESCRIPTION OF SUPPORT                                                                                                                                                                                                                                                                                                                                                                                                             | PRICE<br>* / ** SEE FOOTNOTE                                                                                  |
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| <p><b>D - Full Payroll service which includes:</b></p> <ul style="list-style-type: none"> <li>• Registration with HMRC</li> <li>• Processing of payroll and year end returns</li> <li>• Processing of timesheets calculation and supply of employee pay slip</li> </ul>                                                                                                                                                            | <p><b>£185.00</b><br/>for up to<br/>2 PAs per 4 weekly or<br/>monthly payroll<br/>(additional £25 per PA)</p> |
| <p><b>E - DBS check if required</b> ( excludes any statutory fees)</p>                                                                                                                                                                                                                                                                                                                                                             | <p><b>£20.00</b><br/>per new recruit</p>                                                                      |
| <p><b>F - Customer Holding Account -</b><br/>Full support with finances to include:</p> <ul style="list-style-type: none"> <li>• Set up of initial bank authority</li> <li>• Receipt and allocation of funding</li> <li>• Management of all BACS payments from account</li> <li>• Information on account activity and balance</li> <li>• Supplier invoice query/dispute resolution</li> <li>• Implementation of changes</li> </ul> | <p><b>£315.00</b><br/>per annum</p>                                                                           |
| <p><b>G - Ad hoc additional support</b></p>                                                                                                                                                                                                                                                                                                                                                                                        | <p><b>£30.00</b><br/>per hour plus mileage</p>                                                                |

*\*These costs are indicative and taken from an average case. Please check with the DP Team as to any likely additional costs before agreeing the budget.*

*\*\*All prices are subject to VAT.*

*These charges will be reviewed in April each year.*