



We can help you to live independently at home

A Direct Payment is a way that people can access funds to arrange their own care and continue to live as independently as possible.

It is a way of empowering people to make their own choices and to have control over the support they receive.

The Disability Resource Centre provides a wide range of advice and support around all aspects of Direct Payments.

Our Direct Payments support team has many years of experience and will help you every step of the way

Hire a Personal Assistant (PA) to support you with your daily living needs



01582 470900
www.drcbeds.org.uk

The Disability Resource Centre. Registered Charity No. 1041712.
Room 1, The Rufus Centre, Steppingley Road, Flitwick, Beds, MK45 1AH

Payroll service








Our professional payroll service will manage your employees wages, ensuring that we remain compliant with regulations

Our payroll service includes:	From £198 inc VAT (annual cost)
Registration of the employer with HM Revenue and Customs (HMRC)	✓
Calculation of tax and National Insurance contributions	✓
Calculation of pension contributions	✓
Ensure that all other payments and deductions are made in accordance with statutory regulations, such as Statutory Sick Pay, Statutory Maternity Pay	✓
Provide a payslip to your employee through a secure password protected portal	✓
Where applicable, provide the employer with details of all payment required to be made to HMRC and any due dates	✓
Provide details of the amount to be paid to the employer's pension provider and the deadline when payment is to be made. (This will usually be set as a direct debit with the pension provider)	✓
Where applicable, claim the annual Employment Allowance for the employer	✓
Reporting to HMRC on a pay reference period basis using real time reporting	✓
Complete the year-end information and provide employees with a P60 via the secure portal	✓
Store payroll records in accordance with the regulations (this can be up to 6 years to comply with accounting regulations)	✓

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Managed account service

We will manage your Direct Payment dedicated bank account, pay wages to your Personal Assistants and make all relevant payments on your behalf

Our managed account service includes:	From £360 inc VAT (annual cost)
Receive and manage the funding into your managed bank account	
Pay your employees their wages on an agreed date	
Manage the payments of any expenses due	
Make payments for any invoices on your behalf approved by you	
Provide regular statements showing income and outgoings of the account	
Make HMRC & pension payments on your behalf	
Produce and provide reports to funders upon your request	

Recruitment service







We can help find the perfect staff member for you. Someone who you can build a relationship with and who can support your individual needs

Our recruitment service includes:	£372 inc VAT (one off charge)
Access to The Disability Resource Centre matching service to help find the best Personal Assistant for your needs	
Support with drafting personalised job adverts and placing them on chosen publications or recruitment websites	
Assistance with developing job descriptions and specifications; personalised to individual needs	
Support with short-listing suitable candidates for interview	
Support with planning and conducting interviews including note taking	
Drawing up a suitable employment contract and offer letters to successful candidates	
Conducting a Disclosure and Barring Service check (DBS check) where applicable (There is an additional cost for purchasing the check, see the additional charges list)	
Advising on how to be a responsible employer and working with your Personal Assistant, including advice on probationary periods, conducting performance reviews and disciplinaries	

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Advice and support services

We can support you every step of the way, providing you with advice on employer expectations and responsibilities

Our support and advice service includes:	£36 inc VAT (per hour)
Support with ongoing employer responsibilities	
Advice on training Personal Assistants	
Advice on what insurance cover is required	
Support with setting up the required insurance cover	
Advice on our payroll service and any procedures that the employer needs to be aware of	
Unlimited telephone and email support (Monday to Friday 9am to 5pm)	

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Support planning

We will help you design a support plan to demonstrate what you want to achieve and how you want to use your personal budget to do so

Our support planning services includes:	£36 inc VAT (per hour)
Understanding assessed needs from an initial assessment and the finances available to arrange support (indicative budget)	
Discussion with the individual and other key parties for initial ideas about how their needs can be met	
Develop and produce a plan with the individual	
Agree and finalise the plan with all key parties	

Additional charges

We can help you to organise these extra items

DBS check (via the Disclosure and Barring Service)	£82
Additional documentation request, such as another payslip	£12
Adhoc additional recruitment support	£36 per hour

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Our charity is here for you

The Disability Resource Centre is an award-winning registered charity

We are here so that disabled people and their families have somewhere to turn if they feel alone and support with in any situation. We want all disabled people, their Carers and Personal Assistants to know that we are here to support them.

We help thousands of people every month with:

- Free expert and confidential advice in many areas including benefits, disability equipment & care
- Free workshops and courses for employment, wellbeing, professional and personal development
- Weekly support groups
- Direct Payments support
- Help for carers
- Disability equipment shop



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