



# Bedford Borough Personalisation Tariffs

DESCRIPTION OF SUPPORT	PRICE * / ** SEE FOOTNOTE
<p><b>A - PA Recruitment</b> Full support with the recruitment and setting up of payroll to include:</p> <ul style="list-style-type: none"> <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, when PA has been recruited</li> <li>• Full payroll service from DRC on-going – (additional cost as detailed below)</li> <li>• Set up employers liability insurance – (additional cost of insurance).</li> <li>• And draw up employment contract</li> </ul> <p><b>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> 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)**

**Poynters House, Poynters Rd, Dunstable, LU5 4TP**

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DESCRIPTION OF SUPPORT	PRICE * / ** SEE FOOTNOTE
<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 style="text-align: center;"><b>£175.00</b></p> <p style="text-align: center;">for up to 2 PAs per 4 weekly or monthly payroll (additional £25 per PA)</p>
<p><b>E - Customer Holding Account</b></p> <p>Full support with finances surrounding the Direct Payment</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>• Policing of account budget</li> <li>• Information on account activity and balance</li> <li>• Supplier invoice query/dispute resolution</li> <li>• Completion/submission of returns when required</li> <li>• Implementation of budget changes</li> </ul>	<p style="text-align: center;"><b>£300.00</b></p> <p style="text-align: center;">per annum</p>
<p><b>F - Ad hoc additional support as requested by authority</b></p>	<p style="text-align: center;"><b>£26.00</b></p> <p style="text-align: center;">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.*