



Self-Funder Tariffs

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

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