



supporting independent living

WECIL Direct Payment and Payroll Support Designed by Disabled People for Disabled People

“A Direct Payment is funding from South Gloucestershire County Council that provides choice and control over how disabled people receive support in their own home or in the community. The funding can be used to employ the people you want to support you, to purchase a service from a care provider, equipment or some other way you choose to meet your support needs.”

The information below is for adults that receive a Direct Payment themselves or for parents / carers that receive a Direct Payment for children from South Gloucestershire County Council



Introductory Visit	<p>Joint visit with our Direct Payments Team and Social Worker at the point of assessment to explain how Direct Payments work and to see if it is for you</p>
Set Up and First Year Direct Payment Support	<p>For people new to Direct Payments who want to use an Agency or employ Personal Assistants. This service includes an initial telephone conversation followed by a home visit to help you source an agency or set you up as an employer. Once you're set up you can access the WECIL Direct Payment helpline by phone or email 9am to 5pm Mon to Fri.</p> <p>Helpline: 0117 947 9933 Email: dpsupport@wecil.co.uk</p> <p>If you need extra support and need us to visit you in your home then you can request up to three visits per year</p>
Recruitment	<p>WECIL's full recruitment service supports Direct Payment recipients through the whole recruitment process to ensure you can find and recruit Personal Assistants that are right for you. If you don't need the whole package you can purchase individual elements:</p> <ul style="list-style-type: none"> Job Descriptions, Person Specifications, and Job Adverts £75 Application Forms £50 Shortlisting £50 Interviewing £125 Induction £75 6 Month Probationary Review £75

Year 2: Ongoing Support Prices

Basic

£200 / year

Responsive




£300 / year

Planned

£630 / year

**Financial
Administration**

£350 / year

<p>Basic Support</p> 	<p>Telephone and email support from our Direct Payment Advisers to help you manage your Direct Payment. This could include advice on dismissals, disciplinaries, changes to contracts, finances, and liaising with Social Workers, Agencies, and Personal Assistants. Access to the WECIL Direct Payment helpline by phone or email 9am to 5pm Mon to Fri.</p> <p>Helpline: 0117 947 9933 Email: dpsupport@wecil.co.uk</p>
<p>Responsive Support</p> 	<p>Responsive Support entitles you to all the telephone and email services in Basic Support and if you need extra help you can request up to 3 face to face visits per year at your home or location of your choice. Each visit lasting up to an hour.</p>
<p>Planned Support</p> 	<p>Our highest level of support for those that need that extra help. Planned Support includes all our telephone and email support services with the addition of up to 12 home visits per year as requested by the client of up to 1 hr each.</p>
<p>Financial Administration (On Behalf Of)</p>	<p>This service is for Direct Payment recipients that have difficulty accessing bank accounts or need extra support. We will receive your funding from Bristol City Council and ensure payments are made to your employees, Agencies, HMRC and Insurers.</p>

Payroll Prices

Set Up
£35

HMRC Returns
£42 / year

Timesheets
£8.54

Auto Enrolment
£95 / year
£35 Set Up

Payroll Set Up	For Direct Payment Employers, we will register you with HMRC and set you and your Personal Assistants up on the payroll.
HMRC Returns	We will ensure that we fulfil your obligations in reporting to HMRC your tax returns
Timesheets	Submit your employees' timesheets to us monthly by email, post or hand and we will calculate their wages, tax and National Insurance, sick pay, maternity or paternity pay, and annual leave allowance. We will email or post your employees' payslips and pay reports to you.
Auto-enrolment (Set Up And Administration)	<p>We will assess your employees for auto-enrolment eligibility and register you and your employees on the pension provider website, NEST to ensure you are compliant with The Pension Regulator.</p> <p>We will calculate you and your employees' monthly pension contributions and record these with the pension provider.</p>