



supporting independent living

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




“A Direct Payment is funding from Bath and North East Somerset 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 live in Bath and North East Somerset who receive Direct Payment funding

Virgin Care will help set you up with your Direct Payment but if you need extra help from WECIL then our prices are £480 to set you up as a Direct Payment employer or £280 to set you up with an Agency.

Our ongoing support prices are below:

Ongoing Support Prices			
<b>Basic</b> £200 / year	<b>Responsive</b> £300 / year	<b>Planned</b> £630 / year	<b>Recruitment</b> £350

<p><b>Basic Support</b></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: <a href="mailto:dpsupport@wecil.co.uk">dpsupport@wecil.co.uk</a></p>
<p><b>Responsive Support</b></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><b>Planned Support</b></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><b>Recruitment</b></p>	<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"> <li>Job Descriptions, Person Specifications, and Job Adverts £75</li> <li>Application Forms £50</li> <li>Shortlisting £50</li> <li>Interviewing £125</li> <li>Induction £75</li> <li>6 Month Probationary Review £75</li> </ul>

## Payroll Prices

**Set Up**  
**£35**

**HMRC Returns**  
**£42 / year**

**Timesheets**  
**£8.54**

**Auto-enrolment  
Pensions**  
£35 Set up Fee  
£95 / year

<b>Payroll Set Up</b>	For Direct Payment Employers, we will register you with HMRC and set you and your Personal Assistants up on the payroll.
<b>HMRC Returns</b>	We will ensure that we fulfil your obligations in reporting your tax returns to the HMRC.
<b>Timesheets</b>	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.
<b>Auto-enrolment (Set Up And Administration)</b>	<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>