

Recognised Provider List for Direct Payment Support Services Payroll Support

The following list of Providers have undergone a simple vetting process which required they produce evidence of their experience in providing DP support Services, adequate insurance cover, relevant policies and procedures, quality assurance and complaints mechanisms and robust and safe staff recruitment procedures.

Disclaimer

INCLUSION ON THIS LIST DOES NOT MEAN THAT RMBC VOUCHES FOR OR ENDORSES THE SERVICES OF ANY OF THE COMPANIES AND IT IS AT YOUR RISK THAT YOU DO BUSINESS WITH THEM.

RMBC WILL NOT TAKE UP ANY COMPLAINT AGAINST THE COMPANY ON YOUR BEHALF.

YOU WILL CONTRACT DIRECTLY WITH THE COMPANY SHOULD YOU CHOOSE TO USE YOUR DIRECT PAYMENT TO PURCHASE ANY OF THE SERVICES THEY OFFER.

While every care has been taken to provide you with this information, Rotherham Council does not accept liability for any loss, damage or inconvenience caused as a result of any inaccuracy or error on these pages, unless attributable to negligence by the Council or its employees.

Recipients of a personal budget from RMBC may choose to use a provider from the list below or any other company providing a similar service on the open market.

The provider may offer other services but these are the only services recognised by RMBC for the purposes of this list

The list is not in any particular order and you should consider all the options.

Employer insurance costs must be added to the budget and will be paid upfront – then by annual payment in month 11. See Appendix 1 for suggested Insurance Companies

Provider Name	The Rowan Organisation
Address	Eliot Park Innovation Centre 4 Barling Way Nuneaton Warwickshire CV10 7RH

General Contact No.	02476 642947
Email	info@therowan.org
Website	www.therowan.org
Manager	Deborah Houghton
Manager Contact No.	02476 322860
Manager email	Debbie.houghton@therowan.org

Payroll Service & Pension Auto-Enrolment Service

Description of service:

Our Payroll Service can provide a weekly, fortnightly, four weekly or monthly service. To reduce the cost of the service we would recommend four weekly or calendar monthly pay periods.

The Payroll Service will provide the following:

- Registration of the employer with HM Revenue & Customs (HMRC)
- Deal with all correspondence from HMRC including Real Time Information (RTI) and end of year submissions
- Calculate all payments to employees as required
- Provide payslips
- Calculate HMRC payments

Retain annual leave records for employees

Pension Auto-Enrolment Service includes:

Auto Enrolment set-up , including initial Declaration of Compliance
On-going Auto Enrolment support.
Repeat Declaration of compliance.

Notice period to end service: 1 month

Direct Debit Facility: Yes

Referrals

Referrals are made via email to referrals@therowan.org or by telephone to 02476 642947

Price

Payroll Set Up: £30

Pension Auto-Enrolment Set Up: £30

Payroll: £85.80 per year plus on-going Pension Auto-Enrolment Support £30 per year - £115.80 per

yearRepeat Declaration of Compliance: £12 every 3rd year

Prices include VAT

Provider Name	Schools First – Direct Payments
Address	Unit A07 Magna 34 Business Park, Temple Road Rotherham S60 1FG
General Contact No.	01246 411170
Email	directpayments@schoolsfirst.co.uk
Website	n/a
Manager	Michelle Smith
Manager Contact No.	01709 208331
Manager email	Michelle.smith@services4schools.org.uk

Payroll**Description of service:**

Setting up and processing payroll for Direct Payments Service Users. This includes dealing with any queries in relation to HMRC or pensions. Home visits are offered for new and existing customers to deal with any queries in relation to completion of paperwork, etc, in order to ensure the service provided is to the standard expected.

Setting up of new employers following referrals, processing of timesheets, pension contributions and communication with HMRC (including any queries in relation to tax). Submission of pension information to the Regulator, working to set deadlines.

Notice period to end service: 1 month**Direct Debit Facility** Yes**Referrals**

New employer forms are requested by contacting 01246 411170 or email at directpayments@schoolsfirst.co.uk

These are then returned either by email or by post to Direct Payments, Schools First, Unit A07,

Magna 34 Business Park, Temple Road, Rotherham, S60 1FG.

Price

Payroll, auto pension enrolment and employer support - **£239.40 per year**

Includes VAT

Provider Name	PeoplePlus – Independent Living Services
Address	Blades Enterprise Centre John Street Sheffield S2 4SW
General Contact No.	0330 123 2815 (local rate number)
Email	ilsRotherham@peopleplus.co.uk
Website	www.ils.peopleplus.co.uk
Manager	Dawn Morwood
Manager Contact No.	
Manager email	Dawn.Morwood@peopleplus.co.uk

Payroll Service

Description of service:

Our payroll services takes the strain out of managing your legal responsibilities as an employer with a dedicated team supporting you every step of the way. We provide you with everything you might need ranging from timesheets to P45's when an employee leaves. Each payment cycle we will produce your employee payslips; calculate tax (HMRC) and other deductions such as holiday pay and pensions. We can liaise with HMRC and pension providers on your behalf meaning you can spend time focusing on your everyday life.

Notice period to end service: One month

Direct Debit Facility: Yes

Referrals

E-mail, telephone call or during a support visit from a local Independent Living Advisor.

Price

£174.20 per year £3.35 per week for up to 3 employees. Increased fees apply for additional (4+) employees.

£75 one off administration fee for pension set up.

Includes VAT

Provider Name	Penderels Trust
Address	Penderels Trust Maple House Maple Estate Stocks Lane Barnsley S75 2BL
General Contact No.	01226 201661
Email	atrota@penderelstrust.org.uk
Website	www.penderelstrust.org.uk
Manager	Artan Trota
Manager Contact No.	01226 201661
Manager email	atrota@penderelstrust.org.uk

Payroll**Description of service:**

- Register client as an employer with HM Revenue & Customs (HMRC)
- Set client up on our payroll system as the employer
- Set up client's Personal Assistants on the payroll system as employees
- Work with client and PAs to decide whether they are eligible / want to enrol in a pension, and if so, set-up and enrol them on a pension
- Process PA timesheets
- Calculate and submit all correspondence for HMRC including Real Time Information (RTI) and end of year submissions
- Check timesheets and ensure they are acceptable in terms of quality / legibility and if not, chase them up and resolve any errors
- Calculate and monitor all payments to employees as required (including PAYE, national insurance, maternity / paternity and pension contributions)
- Calculate annual leave allowances
- Prepare monthly payslips
- Calculate any redundancy pay if necessary
- Produce and submit P45s when an employee leaves Produce and provide P60s at the end of the tax year
- Provide payslips for your employees
- Calculate redundancy payments if required
- Ensure client's calculated charge (if any) is paid into client's direct payment bank account and

inform Client Finance of non-payment of charges after two missed payments
Notice period to end service 30 days
Direct Debit Facility Yes
<p>Referrals</p> <p>We will respond within two working days to email or phone call from social work team, client or family member.</p>
<p>Price</p> <p>One-off set up fee - £40</p> <p>Payroll, £128 per year (one PA), £226 per year (two PAs), £304 per year (3 PAs)</p> <p>Pension Auto-enrolment of one or more PAs into pension scheme £70 (if client makes payments to pension provider) or £100 (if we make the payments)</p> <p>We have been issued with a VAT certificate and have no VAT exemption at this stage; however, we are currently challenging HMRC on this decision. The outcome of this is unlikely to be known until late 2018. All prices are therefore net of VAT</p>

Provider Name	Disability Resource Centre(DRC)
Address	Poynters House, Poynters Road. Dunstable, Beds. LU5 4TP
General Contact No.	01582 470900
Email	Rotherham@drcbeds.org.uk
Website	www.drcbeds.org.uk
Manager	Ceri Winter
Manager Contact No.	01582 470900
Manager email	Ceri.winter@drcbeds.org.uk
Payroll Support	
Description of service:	
<p>The DRC have approximately 20 years' experience in delivering Direct Payment and PA Recruitment services. Our services include:</p> <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
- Telephone and e-mail support
- Calculation of tax, NI, SMP, SSP etc. on an individual's behalf.
- Ensure that all of an individual's PAs are provided with auto-enrolment for workplace pension schemes.
- Produce payslips for the PA(s) detailing amounts they have been paid.

Duplicate documents available at additional cost.

Notice period to end service: 1 Month

Direct Debit Facility

Online Payment service available

Referrals

New Referrals in to the service can be made either via Social Care Referral or Self-Referral via either phone or email

Price

£175.00 per year - for up to 2 PAs per monthly payroll (additional £25 per PA) **PLUS** Ongoing auto enrolment support – £30 per year per employee

(= £205 per yr for 1 employee and £235 per yr for 2 employees)

Pension Auto enrolment setup (including initial declaration of compliance) – **£30 per employee**

Requests for repeat declaration of compliance charged at £12
Please note all payments to be made via monthly direct debit

Includes VAT

Provider Name	DH Payroll
Address	1 Park Road Hampton Wick Surrey, KT1 4AS
General Contact No.	0208 977 3559
Email	payroll@davidhoward.co.uk
Website	www.dhdirectpayments.co.uk
Manager	Emma Barnes

Manager Contact No.	0208 977 3559
Manager email	emma@davidhoward.co.uk
Payroll	
<p>Description of service: Our payroll team are here to help clients every step of the way, we give advice, guidelines and clear, easy to read paperwork on all payroll matters. We use our experience to make our client's lives easier!</p> <p>If clients use our payroll services we:</p> <ul style="list-style-type: none"> ✓ Set up or transfer their payroll scheme ✓ Ensure that employees are paid correctly, on time ✓ Make the necessary statutory deductions from employees' pay (i.e Tax and National Insurance) ✓ Set up and Manage the Auto Enrolment Pension ✓ Make all submissions to HMRC on behalf of the client and deal with any employer queries ✓ Provide client with either online or paper payslips ✓ Provide payroll reports to confirm payment amounts to employees, HMRC, pension and any other provider ✓ Advise clients of all payments that need to be made to employees, HMRC, pension provider and any other party. ✓ We work to our clients instructions. They supply us with the facts and figures needed. ✓ We can change forms/information to suit our client's needs. If necessary we can amend time sheets to suit particular requirements. ✓ Clients control the direct payments monies. We cannot access the funds – all payments are made by the client. ✓ We are not involved with the funding. The direct payment monies will continue to be paid to the client by the funding agent. 	
<p>Notice period to end service: Clients can terminate contract at any time by notifying us in writing. Clients will only be charge for work completed. We provide clients with 1 months' notice if we terminate the contract.</p> <p>Please be aware that we do not tolerate abusive or violent behaviour towards any members of our staff, and we reserve the right to terminate contracts with immediate effect if customers fail to adhere to this policy.</p>	
Direct Debit Facility: Yes (for our invoices)	
<p>Referrals</p> <p>We accept referrals direct from clients, (by telephone, email or through our website) social workers or support services. We are happy to send out starter packs in the post, or email links to our website for those that prefer to complete paperwork online.</p>	

Price

No. of employees	Payslip cost per payslip	Annual payroll cost (monthly payslips)	HMRC Cost per year	Annual payroll cost
1	£9.60	£115.20	£49.80	£165.00
2	£7.20	£172.80	£54.60	£227.40
3	£7.20	£259.20	£61.80	£321.00
4	£7.20	£345.60	£69.00	£414.60
5	£7.20	£432.00	£76.20	£508.20
6	£6.00	£432.00	£76.20	£508.20
7	£6.00	£504.00	£82.20	£586.20
8	£6.00	£576.00	£88.20	£664.20
9	£6.00	£648.00	£94.20	£742.20
10	£6.00	£720.00	£100.20	£820.20

Other charges:	Price including VAT
Set up fee	£46.00
Paysafe Online access	Free
Close Transfer scheme	£24.00
Pension set up/ maintenance	Free

Includes VAT

Provider Name	Barrie Bookkeeping and Payroll Solutions Limited
Address	Suite D, 11 Boston Road, Glenrothes, Fife, KY6 2RE
General Contact No.	0800 599 9353
Email	dp@barriebookkeeping.co.uk
Website	Barriebookkeeping.co.uk
Manager	Ross Barrie
Manager Contact No.	01592 756713
Manager email	ross@barriebookkeeping.co.uk
Payroll Service	

Description of service:

We provide a person-centred Direct Payments Payroll Solution designed around the individual needs of the client. Using our 10 years of Direct Payment Payroll experience we provide bespoke services for those who require us to simply process their payroll and provide them with the necessary paperwork, all the way to those whose needs are best met by providing a full payroll and payments process.

Each service user has a dedicated payroll account administrator that will deal with all their payroll needs.

Our service includes, but is not limited to:

- payroll set up and management,
- production of payslips & salary payments,
- HMRC registration, communication and payments,
- creation and receiving timesheets,
- staff holiday management,
- statutory payments,
- produce end of year returns
- PAYE,
- P45's
- P60's
- Employment contracts

We also provide clients with 24/7/365 access to our members portal. Within this portal, they can access documents relating to their service including 'Payslips', 'Payroll Summaries', 'Invoices' and so on.

Any queries by either the service user or their employees can contact their administrator Monday to Friday 9am – 5pm.

Notice period to end service: 28 Days

Direct Debit Facility: Yes

Referrals

New referrals can fill in our application pack which comes in a number of formats, including:

- Electronically through our website - www.barriebookkeeping.co.uk
- Paper copy
- Digital copy
- By calling our office and one of our agents will assist with the application on the client's behalf.

We also provide a number of social media platforms, including Facebook & Twitter where service users can communicate with us and find information on our services & current legislation.

Price

Set up fee **£120** (includes pension auto enrolment)

Payroll Service: £216 per year

Automatic Enrolment Compliance & Pension Processing: £120 every 3rd year

Includes VAT

Provider Name	Ideal for All
Address	Independent Living Centre 100 Oldbury Road Smethwick West Midlands B66 1JE
General Contact No.	0121 558 5555
Email	contactifa@idealforall.co.uk referrals@idealforall.co.uk
Website	www.idealforall.co.uk
Manager	Martin Arthurs
Manager Contact No.	0121 558 5555 opt 1
Manager email	m.arthurs@idealforall.co.uk

Payroll

Description of service:

Ideal for All (IFA) is a user-led organisation (ULO) for disabled people, providing person-centred Direct Payment Support Services (DPSS) within the social model of disability and supporting the personalisation agenda for 22 years.

We will provide a comprehensive payroll service working with an individual (service user) to ensure all their legislative obligations in respect of paying an employee are being met.

We will support with:

- Setting up employer (service user) with HMRC
- Auto enrolment set up (using NEST) and ongoing administration including liaising with The Pension regulator
- Act as agent to liaise with HMRC
- Submitting real time information to HMRC to deadlines
- Complete an agreement between service user and ourselves outlining responsibilities
- New employee set up (provision of forms)
- Provide timesheets
- Provide payroll calendar (schedule of payroll cycles/dates)
- Processing of payroll to agreed cycles

- Tax, NI, net pay calculations
- Provision of a legislative payslip and payroll reports – ensuring service user understands amounts to be paid to employee and HMRC
- Calculate statutory payments – SMP, SSP, student loan etc. where applicable
- Provide P45 (employee leaving)
- End of year administration (P60s) and submission to HMRC to deadlines

The administration of payroll is undertaken by qualified, experienced finance staff using HMRC accredited software (SAGE) to meet specified/legislative requirements

We ensure that a service user has the contact details of a dedicated payroll officer and direct payment advisor to support with any queries.

Notice period to end service: 1 month

Direct Debit Facility: No

Referrals

via phone or email to: referrals@idealforall.co.uk

Price

£78 per year - £6.00 per 4 weekly payslip includes pension processing

Includes VAT

Appendix 1 – Insurance

Other insurers may be available

<p>Blue Badge Mobility Insurance Ltd.</p> <p>Tel: 01730 233101 Email: support@BlueBadgeMobilityInsurance.co.uk</p>	<p>No. 7 Ridgeway Office Park Bedford Road Petersfield Hampshire GU32 3QF</p>
<p>Bluefin Insurance Services Ltd</p> <p>Tel: 0113 218 5600 Email: quotes@bluefingroup.co.uk</p>	<p>3150 Century Way Thorpe Park Leeds LS15 8ZB</p>
<p>Fish Insurance</p> <p>Tel: 0333 331 3900</p>	<p>12 Sceptre Court Sceptre Way Bamber Bridge</p>

<p>Email: admin@fishinsurance.co.uk</p>	<p>Preston PR5 6AW</p>
<p>Mark Bates Ltd. Tel: 01476 514478 Email: enquiries@markbatesltd.com</p>	<p>Premier House Londonthorpe Road Grantham Lincs. NG31 9SN</p>
<p>Surewise.Com Tel: 01263 200 020 Email: customerservices@surewise.com</p>	<p>Customer Services Surewise Ltd. 191 High Road Benfleet Essex SS7 5HY</p>

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