



supporting independent living

## WECIL Direct Payment and Payroll Support

Designed by Disabled People for Disabled People

“A Direct Payment is funding from Bristol City 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.”

### Set Up Prices

**Introduction**

**FREE**

**Agency**

**£325**

**Employer**

**£550**

**Recruitment**

**£400**

### Ongoing Support Prices

**Basic**

**£230 / year**

**Responsive**

**£350 / year**


**Planned**

**£725 / year**

**Financial  
Administration**

**£405 / year**

<b>Introductory Visit</b>	<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 a Direct Payment is for you</p>
<b>Agency Set Up</b>	<p>For people new to Direct Payments who prefer to use an agency rather than become an employer. This service includes an initial telephone conversation followed by a home visit to help you source an agency and budget your Direct Payment</p>
<b>Employer Set Up</b>	<p>For people new to Direct Payments who want to employ Personal Assistants. This service includes an initial telephone conversation followed by two home visits to set you up as an employer, support you to manage, supervise and pay your employee(s), assist with contracts of employment and employers insurance.</p>
<b>Recruitment</b>	<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 £90</li> <li>Application Forms £60</li> <li>Shortlisting £60</li> <li>Interviewing £150</li> <li>Induction £90</li> <li>6 Month Probationary Review £90</li> </ul>

<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 home visits per year up to an hour each</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>Financial Administration (On Behalf Of)</b></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

<b>Payroll Set Up</b>	For Direct Payment Employers, we will register you as a sole trader with HMRC and set you and your Personal Assistants up on the payroll.
<b>Declaration of Compliance</b>	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 once every 3 years
<b>Payroll</b>	Submit your employees' timesheets to us monthly 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. Cost is calculated on number of timesheets per year: Tier 1 (£180) up to 16 timesheets per year. Tier 2 (£300) 17 to 40 timesheets per year. Tier 3 (£600) 41 or more timesheets per year.
<b>Auto-enrolment Administration</b>	We will calculate you and your employees' monthly pension contributions and record these with the pension provider.