

Kim Pullan Care Support Services

Helping you access the care you deserve



WHAT SUPPORT DO WE OFFER – AND WHAT DOES IT COST?

Listed below are the various Options of support we offer. This list is not exhaustive, we can build a package to suit you if required. We can also offer an hourly rate of £12.50 per hour, maybe you only require some “one off” support such as the issuing of an employment contract, or assistance with advertising or interviews, for example.

We are totally committed to providing a value for money, professional, friendly, and flexible service to suit the needs of our customers. It is possible for us to provide very competitive prices, for the simple reason that we have much lower overheads than larger Companies providing the same support maybe have.

Don't worry if you are unsure which Option is suitable for you – a short discussion with you will give us the information we require to assess this.

Please note our support packages are NOT “time limited”. The support you need will be there for the Annual Contract period – you will not be asked to pay any further costs and you will not run out of support time in that year, the only additional costs would be the cost of any DBS checks you ask us to carry out.

If you are paying privately we can accept an initial deposit and then monthly Direct Debit payments – but remember, if you are assessed as requiring social or health care then our fees are usually met as part of your package, you will not need to cover them personally.

OPTION 1

£175.00

ANNUAL FEE

This is a basic package of support. We will assist you in finding an agency and setting up the package with them.

If you also need your own carers we can help you find and recruit up to 4 carers/support workers per annum, and support you with the employment i.e. references, assisting with interviews, DBS checks, (there is a charge of £62.00 per DBS check carried out) providing a Contract of Employment, Holiday Records etc.

This Option does not include us processing the payroll for the carers.

OPTION 2

£365.00

ANNUAL FEE

Option 2 is applicable to you if you only require 2 carers/support workers to be employed at a time, and you are happy to look after your own funding.

We will assist with recruitment, references etc, contracts of employment, provide ongoing employment support and process the payroll for you, sending you pay slips to enable you to correctly pay your carers/support workers.

OPTION 3

£620.00

ANNUAL FEE

Option 3 will give you the added support you need if you are going to employ up to 4 carers and require us to process the payroll, and you are also going to use an Agency for some of your care.

OPTION 4

£315.00

ANNUAL FEE

INCLUDES MONEY MANAGEMENT

Option 2 is applicable to you if you only require 2 carers/support workers to be employed at a time, and you are happy to look after your own funding.

This means that we look after your funding for you in a client account.

The agency invoices will be sent to us, we will check them, and as long as the hours being invoiced for are not over your care package, we will process the payment for you directly to the agency.

OPTION 5

£560.00

ANNUAL FEE

INCLUDES MONEY MANAGEMENT

Option 5 provides you with all of the support listed in Option 2, but we will also manage your funding for you from a client bank account, and so once we have processed the payroll we will pay your carers (up to 2 carers) directly into their bank accounts, and will pay any Tax or National Insurance, and renew your Employers Liability Insurance when it is due.

OPTION 6

£785.00

ANNUAL FEE

INCLUDES MONEY MANAGEMENT

With this Option we will support you with the recruitment of up to 4 carers/support workers, assisting with interviews, references, DBS checks (Charged at £62.00 each) contracts of employment, and provide ongoing employment support.

We will also manage your funding and pay up to 4 staff directly into their bank accounts and pay any tax or NI when this becomes due.

If you need Agency support also this is included and we will pay the Agency invoices for you.

PAYROLL ONLY

We also offer a "Payroll only" service. We will supply you with timesheets and process payroll on your behalf. This would not include any Employment Support at all. We can process payroll weekly, four-weekly, or calendar monthly. We charge per payslip produced, so of course a weekly payroll will cost more. Charges are below:

PAYROLL ONLY	PAYROLL ONLY
If you hold your own funding	If you wish us to hold your funding for wages and pay your staff direct via BACS (Managed Account) And also on the auto enrolment page please amend level one to £30
One off Set Up Fee per Employer : £25.00	One off Set Up Fee per Employer : £25.00
Cost per payslip processed for 1 to 3 staff : £5.00	Cost per payslip processed / funds transferred for 1 or 2 staff : £6.75
Cost per payslip processed for 4 staff : £4.50	Cost per payslip processed / funds transferred for 3 or 5 staff members : £6.00
Uploading of information to Pensions Regulator at each pay process for any staff who wish to be contracted into a Pension Scheme : £1.50	One off Annual Fee for dealing with Auto Enrolment of staff : £30.00
Please see below for other Auto Enrolment Scheme charges	Uploading of information to Pensions Regulator at each pay process for any staff who wish to be contracted into a Pension Scheme : £1.50
	Please see below for other Auto Enrolment Scheme Charges

AUTOMATIC ENROLMENT SCHEME

As part of our payroll service Kim Pullan Care Support Services provides automatic enrolment into a workplace pension to ensure that employers meet their legal obligations. We use the Government sponsored pension scheme called NEST.

Depending on whether your employees are eligible, and on the type of payroll service you receive from us, you will be allocated an appropriate level of Enrolment service from us.

This service is provided by Sarah Burgman, our payroll manager. Sarah has over 13 years' experience in providing payroll services, and is dealing with Auto Enrolment on a regular basis at a firm of chartered accountants.

LEVEL ONE – for employers with no eligible employees. With this level we will;

- Contact the employer with details of the scheme
- Contact the Pensions Regulator
- Use salary records to identify who needs to be enrolled
- Confirm to the employer there are no eligible staff
- Complete the declaration of compliance within 5 months of your staging date
- Monitor your payroll reports to ensure no employees become eligible, and deal with any which do become eligible

LEVEL TWO – for employers with eligible employees who look after their own funding and pay their own carers. This service is as Level One, but we will also;

- Contact the employer to confirm eligibility of employees
- Provide letters to employees on behalf of the employer
- Enrol the employees in NEST on the staging date
- Ensure NEST terms and conditions are signed by the employer
- Ensure direct debit arrangements are in place
- Provide formal letters from the employer to the employees to confirm that the NEST scheme is in place
- Inform the employer each month of the financial contribution they need to make to NEST (you will need to speak to your social worker or funding provider regarding this as they have a duty to ensure you have funding available to meet your legal obligations – we can help you liaise with them and provide a costing to them regarding this)
- Manage employee opt-outs (Eligible employees do not have to stay in the scheme – they can choose to “opt out” but do have to be placed in the scheme initially. They must be refunded any money which has been deducted and we will assist you with this.

LEVEL THREE – for employers with eligible employees who have a Managed Account. This service is as Level Two, but we will also;

- Forward the necessary funds to NEST from the employer’s funds we hold

Due to the extra work involved we do need to make a charge at the end of each financial year for these services.

SERVICE LEVEL	ELIGIBLE STAFF?	PAYROLL	ANNUAL COST*
LEVEL ONE	No	All	£30.00
LEVEL TWO	Yes	Normal payroll (employer holds own funding)	£50.00
LEVEL THREE	Yes	Managed Account payroll (we hold the funding)	£75.00

*This cost is per employer for up to 5 staff. We can discuss costs with you if you have more than 5 staff.