

SIL Price List 2022 Packages & Services

Employment Package

Provides employment set-up, support & advice and payroll. This will be provided over the phone, website and email (one optional home visit per year)

Employment set-up

- ✓ Register new employees (no limit on number of employees)
- ✓ Support with employment documentation.
- ✓ Support with obtaining references and Disclosure & Barring Service checks (DBS). **DBS checks incur a charge of £40 per check, and are not included in the package price**
- ✓ Support to obtain Employer's Liability Insurance. **This incurs an additional cost, and is not included in the package price**

Employment support & advice

- ✓ Provide ongoing employment advice and support by SIL advisers with a wealth of practical experience, recommending and signposting as appropriate. We will not be responsible for any fees that may arise
- ✓ Inform customers of any relevant changes in employment law
- ✓ One optional home visit per year (up to 1 hour)

Payroll

- ✓ Register the customer as an employer with HMRC and set up his/her PAYE scheme
- ✓ Act as the customer's agent with HMRC
- ✓ Receive and process timesheets, on the customer's behalf
- ✓ Prepare payslips for employees every 4 weeks
- ✓ Prepare a payroll summary for the customer every 4 weeks
- ✓ Calculate employees' wage rates, holiday, sick pay and other statutory payments/entitlements, as necessary
- ✓ Prepare the information required by HMRC each month
- ✓ Provide a HMRC end of year service

Start-up fee: **£36** Weekly service charge: **£15.84**

Employment & Recruitment Package

Provides the same as **Employment**, and recruitment support (one home visit annually)

Recruitment support

- ✓ Support with writing and designing job descriptions and adverts
 - ✓ Place adverts in publications, at the customer's request.
- Advertising fees are not included in the package price and will be charged separately**
- ✓ Correspond with potential applicants on the customer's behalf, and process applications as required
 - ✓ Support with short-listing, as required (the customer remains responsible for all decisions regarding the suitability of an employee)
 - ✓ Support with arranging interviews, as required. **Venue fees or booking fees for interviews are not included in the package price and will be charged separately**
 - ✓ Inform candidates if they have been unsuccessful
 - ✓ Maintain records of completed recruitment and employment documents

Start-up fee: **£36** Weekly service charge: **£22.44**

Additional Home Visit (1 hour)

Personalised face-to-face Direct Payments support from a SIL independent living adviser, for general advice, interviews, recruitment, etc. *Visit charge (one-off):* **£60**

**For enquiries or to make a referral
call us on 01473 603876**

Employment & Recruitment PLUS Package

Provides the same as **Employment & Recruitment**, and

- ✓ a dedicated named adviser
- ✓ up to **4 home visits per year**
- ✓ bi-monthly courtesy calls
- ✓ liaising with the council as required

Start-up fee: **FREE** Weekly service charge: **£31.02**

Holding Account Service

- ✓ Receive Direct Payments from SCC on the customer's behalf
- ✓ Make payments from the account as authorised in writing
- ✓ Keep records of the money going in and out of the account
- ✓ Provide information on the account to SCC, for monitoring purposes
- ✓ Provide the customer with a statement every four weeks, telling them how they have spent their money and what they have left
- ✓ **If the customer also purchases a Support Package, we will link it to the Holding Account.** Employee(s) will be paid directly from the account
- ✓ The customer must authorise all payments from the account, or nominate a representative to do this on his/her behalf

Start-up fee: **£24** Weekly service charge: **£3.30**

Assisted Account Service

- Provides the above (but **cannot** be linked to a Support Package), plus
- ✓ a dedicated named adviser
 - ✓ alerts if the account balance goes below an agreed amount (this will be agreed between the customer and the SIL adviser, if requested)
 - ✓ liaison with SCC on the customer's behalf, if requested

Start-up fee: **£24** Weekly service charge: **£7.92**