



# The Rowan Organisation

## Supporting Independence Through Choice

The Rowan Organisation  
Eliot Park Innovation Centre  
Barling Way  
Nuneaton  
CV10 7RH  
Telephone No. 02476 322860  
Fax No. 02476 374948  
Minicom: 02476374439  
E-mail [orders@therowan.org](mailto:orders@therowan.org)  
Website [www.therowan.org](http://www.therowan.org)

The Rowan Organisation has over thirty years experience of supporting independent living and, in particular, have developed a range of services to support the use of Personal Budgets, Direct Payments, Personal Health Budgets and any other funds you may have available.

The Rowan Organisation can provide the following services:

- Brokerage/Support Planning
- Support to first time customers
- Information and Advice Line
- CRB vetting service
- Managed Accounts
- Payroll Service
- On-going support
- Recruitment Line for the recruitment of Personal Assistants (PAs)
- One-off visits from member of your local team

<b>Service Offered</b>	<b>Description of Service Offered</b>	<b>Price-£</b>
Initial Consultation	A free ½ hour consultation to establish what support is required. This can be by phone, at home or in conjunction with a Practitioner if that is preferred.	Free of charge
Support Planning and Brokerage Service	<p>The support planner will discuss the outcomes you wish to achieve. If barriers are identified the support planner will support you to look at how you can overcome them. They will provide a written support plan which will include:</p> <ul style="list-style-type: none"> <li>• Full costing within indicative budget</li> <li>• Identification of the range of services available to meet outcomes</li> <li>• Access to a Resource Directory</li> <li>• Implementation and arrangement of services as instructed</li> <li>• Support to review that outcomes have been achieved</li> <li>• All necessary liaisons with the budget holder</li> </ul>	£33 inc VAT per hour
Fast-Track Start Up Package	<p>If a PA has already been identified, our local team can provide rapid support to ensure the responsibilities of being an employer are met, up to a maximum of 2 visits</p> <p>This will include:</p> <ul style="list-style-type: none"> <li>• Support with drawing up job-descriptions and person specifications</li> <li>• Advice on purchasing Employer's Liability Insurance</li> <li>• Support with Contracts of Employment</li> </ul>	£170.64 inc VAT

	<ul style="list-style-type: none"> <li>• Advice on setting up with a Payroll Service</li> <li>• Advice on rates of pay and other associated costs</li> <li>• Advice on a contingency plan to cover disruption of normal arrangements</li> <li>• Access to sample documentation and guidelines.</li> </ul>	
<p>Comprehensive Start Up Package</p>	<p>When considering how to use your budget, which may include the recruitment of PA's, our local team can provide support with the following:</p> <ul style="list-style-type: none"> <li>• Opening a bank account</li> <li>• Advice on rates of pay and other associated costs</li> <li>• Identifying PA hours and rotas</li> <li>• Access to the local PA register</li> <li>• Job Descriptions and Person Specifications</li> <li>• Support to advertise including the use of the Rowan's Recruitment Line Rowan Website</li> <li>• Advice on purchasing Employer's Liability Insurance</li> <li>• Advice on setting up with a Payroll Service</li> <li>• Advice on a contingency plan to cover disruption of normal arrangements</li> <li>• Employers toolkit to include information on roles and responsibilities of an employer including health and safety, risk assessments, training</li> <li>• Signposting to 'good employer' training</li> <li>• Access to sample documentation and guidelines</li> </ul>	<p>£666 inc VAT</p>

<p>Information and Advice Line</p>	<p>Our advice line provides comprehensive, up to date, reliable information on all aspects of Personal Budgets, Direct Payments, Personal Health Budgets and any other funds available to you in a range of formats to meet your requirements.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Employment related issues</li> <li>• Updates on changes to employment legislation including information on minimum wage</li> <li>• Current and anticipated developments</li> <li>• Access to sample documentation and guidelines</li> <li>• Quarterly newsletters available in accessible formats</li> <li>• Regularly updated website providing information in your area</li> <li>• Facebook updates</li> </ul>	<p>£39.60 inc VAT per year</p>
<p>Criminal Records Bureau (CRB) Vetting Service</p>	<p>The Rowan Organisation can carry out an enhanced CRB disclosure on PA's on behalf of the employer.</p> <p>This Includes:</p> <ul style="list-style-type: none"> <li>• Sending out CRB documentation for the potential PA to complete</li> <li>• Sending out paperwork for the employer to verify the documentation sent in to support the CRB application</li> <li>• Secure return through registered post of documentation sent in for verification process</li> <li>• Countersigning the CRB application and forwarding to the CRB</li> <li>• Suitable applicants will be</li> </ul>	<p>£63.20 per check inc VAT</p>

	<p>admitted to our pool of vetted staff. Both the employer and potential PA will be notified</p> <ul style="list-style-type: none"> <li>• The right of appeal is offered to any applicant who is not deemed to be suitable</li> <li>• Notifying you when a disclosure is due for renewal</li> </ul>	
Managed DP Account (third party account)	<p>A Managed Account can be provided to administer the use of all funds available through Personal Budgets, Direct Payments, Personal Health Budget and any other funding sources available to you</p> <p>Managed accounts will:</p> <ul style="list-style-type: none"> <li>• Receive all invoices, receipts and payment requests</li> <li>• Make all authorised payments from accounts</li> <li>• Keep a full record of expenditure</li> <li>• Provide statements of account</li> </ul>	<p>One off set up cost of £19.74 inc VAT</p> <p>£11.28 inc VAT per month or £22.56 if the package also includes ILF funding.</p>
Payroll Services	<p>Our Payroll Service can provide weekly, fortnightly, four weekly or monthly support.</p> <p>To reduce the cost of the service we would recommend four weekly or calendar monthly pay periods.</p> <p>Payroll Service will provide the following:</p> <ul style="list-style-type: none"> <li>• HM Revenue &amp; Customs (HMRC) registration as an employer</li> <li>• Deal with all correspondence from HMRC including end of year on-line submissions</li> <li>• Calculate all payments to employees as required</li> <li>• Provide payslips</li> <li>• Calculate HMRC payments</li> <li>• Retain annual leave records for employees</li> </ul>	<p>£6.00 inc VAT per Pay Slip</p> <p>If we produce 5 or more Pay Slips per run, discounted price of £5.64 inc VAT per Pay Slip.</p>

	Fully comprehensive charge covers all aspects of the payroll with no additional fees.	
Payroll Audit Reports	If your budget holder requires you to produce Audit Reports and you are using our Payroll Service we can produce these reports for you.	£2.40 per report inc VAT
Recruitment Line:	<p>If you wish to recruit PA's independently without support from our local team, you can use our Recruitment Line; this is an online-based service.</p> <p>The Recruitment Line will:</p> <ul style="list-style-type: none"> <li>• Send an advert information form for you to complete and return</li> <li>• Send information sheets on how to write job adverts, job descriptions and person specifications</li> <li>• Place the advert on the Rowan Organisation's website</li> <li>• Provide instructions on how to place an advert on 'Employer Direct' (JobCentre Plus) website or place the advert for you</li> <li>• Receive completed application forms collate and forward for short listing</li> </ul> <p>For additional support please see our support packages or hourly rate.</p>	<p>£35.22 inc VAT per recruitment drive, up to the closing date</p> <p>If unsuccessful a re-recruitment drive can be purchased at a reduced rate of £24 inc Vat</p>

<p>Low Level Support</p>	<p>Up to 5 hours working time per year either in home or the office per year inclusive of 1 visit if required.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Support to use the budget to it's full potential</li> <li>• Maximise the use of the budget to meet identified outcomes</li> <li>• Discuss circumstances or changes which may impact on current arrangements</li> <li>• Support to ensure systems for financial audits are in place</li> <li>• Discuss and review contingency arrangements</li> <li>• Advice on purchasing Employer's Liability Insurance &amp; renewals</li> <li>• 1 years subscription to our Information &amp; Advice Line with quarterly newsletters providing information and regular updates on employment or legislative changes</li> <li>• Access to sample documentation and guidelines</li> </ul>	<p>£201.68 inc VAT</p>
<p>Medium Level Support</p>	<p>Up to 16 hours working time per year either in home or the office per year inclusive of 4 visits if required.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Support to use the budget to it's full potential</li> <li>• Maximise the use of the budget to meet identified outcomes</li> <li>• Discuss circumstances or changes which may impact on current arrangements</li> <li>• Support to ensure systems for financial audits are in place</li> <li>• Discuss and review contingency arrangements</li> <li>• Advice on purchasing Employer's Liability Insurance &amp; renewals</li> </ul>	<p>£612.00 inc VAT</p>

	<ul style="list-style-type: none"> <li>• 1 years subscription to our Information &amp; Advice Line with quarterly newsletters providing information and regular updates on employment or legislative changes</li> <li>• Advice on purchasing</li> <li>• Access to sample documentation and guidelines</li> <li>• Re-recruitment if required</li> <li>• Support with changes in working conditions, times or Job Descriptions including amendments to contracts</li> <li>• Liaising with Insurers Legal departments to deal with any staff concerns or issues that may arise</li> </ul>	
High Level Support	<p>Up to 36 hours working time per year either in home or the office per year inclusive of 12 visits if required.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Support to use the budget to it's full potential</li> <li>• Maximise the use of the budget to meet identified outcomes</li> <li>• Discuss circumstances or changes which may impact on current arrangements</li> <li>• Support to ensure systems for financial audits are in place</li> <li>• Discuss and review contingency arrangements</li> <li>• Advice on purchasing Employer's Liability Insurance &amp; renewals</li> <li>• 1 years subscription to our Information &amp; Advice Line with quarterly newsletters providing information and regular updates on employment or legislative changes</li> <li>• Advice on purchasing</li> <li>• Access to sample documentation and guidelines</li> </ul>	£1320 inc VAT



	<ul style="list-style-type: none"> <li>• Re-recruitment if required</li> <li>• Support with changes in working conditions, times or Job Descriptions including amendments to contracts</li> <li>• Liaising with Insurers Legal departments to deal with any staff concerns or issues that may arise</li> <li>• Fully comprehensive recruitment process if needed i.e. unexpected notice of PA's</li> <li>• Support with changes in working conditions, times or job descriptions including amendments to contracts</li> <li>• Liaising with Insurers Legal departments to deal with any staff concerns or issues that may arise</li> <li>• Liaising with Local Authorities including supporting with reviews</li> <li>• Any other support that may be required regarding managing your funding</li> </ul>	
Hourly Rate	<p>This may include any work undertaken either on a visit or in our offices.</p> <p>Examples of what this may include:</p> <ul style="list-style-type: none"> <li>• Contracts of Employment</li> <li>• Budgeting</li> <li>• PA Issues</li> <li>• Managing your budget</li> </ul>	£37.92 inc VAT per hour
Additional Monitoring and Payment Support	<p>Level 1 - four 1 hour visits per year</p> <ul style="list-style-type: none"> <li>• Support with completing returns in relation to your expenditure</li> </ul> <p>Level 2 – Thirteen 1 hour visits per year</p> <ul style="list-style-type: none"> <li>• Support with completion of 4 weekly wage payments</li> </ul>	<p>£151.68 inc VAT</p> <p>£492.96 inc VAT</p>

Please note that prices may be subject to change without notice