

Employment Support Services (updated October 2013)

The following organisations have been accredited by Norfolk County Council to provide employment support to people who wish to employ a Personal Assistant. The prices on the list are accurate but you will need to talk to organisations to find out more about what their prices include as each offers a different service. For further information, please see the Service Profile Booklet.

Organisation	Single Recruitment Activity	Additional Services	Employee Management	Areas Covered	Telephone Number	Web Address
Equal Lives	£120 Employee set-up £60	Disclosure & Barring Scheme checks - £55 per employee	Complete recruitment & employment package £312 yearly (£6 per week). On-going employment package £218.40 yearly (£4.20 per week)	Norfolk	01508 491210	www.equallives.org.uk
Great Yarmouth Community Trust	£75 plus advertising costs Employee set-up £45	Disclosure & Barring Scheme checks - £58 per employee	Any further requirements tailored to individual needs cost £15 per hour.	Norfolk	01493 743006	www.priorycentre.co.uk
Heather Nunn Business Services	Up to a max of £400 Employee set-up £100	Disclosure & Barring Scheme checks - £70 per employee	£ 22.00 per hour for any other associated work requested. Any specialist advertising (eg. agency fees) pre agreed with customer at cost (eg agency fees). Second attempt to recruit for the same position. £22 per hour on any time spent. Mileage charges 45p per mile, excluding initial home visit	Breckland, Broadland, South & North Norfolk	01760 440837 or 07979 264047	www.hnbusiness.co.uk

Organisation	Single Recruitment Activity	Additional Services	Employee Management	Areas Covered	Telephone Number	Web Address
PCT Care Services	£400 Employee set-up £190	Disclosure and barring Scheme £55. References x 2 £10, Health questionnaire £5, Training qualification review & training plan £10	Reporting, Accident or incident, grievance and disciplinary, insurance claims, all delivered face to face - £25 per hour. Correspondence £5 per letter or email Telephone support £100 Per year	Norfolk	01953 602299	www.pctcare.co.uk
The Rowan Organisations	£604.80 Including VAT Employee set-up £37.92 including VAT per hour	Disclosure and barring Scheme £63.20 including VAT	£604.80 includes a full employee recruitment service from advertising through to putting in place contracts of employment (18 hours of dedicated support) Face to face support £33.60 including VAT per hour for on-going support	Norfolk	0845 6088048 (local rate number)	www.therowan.org