

Factsheet A2: Equal Lives' Employment Service

To use our Employment Support Service, you can make a referral by phone, email, online or in writing to Equal Lives' Employment Support service. Care Assessors or partner organisations can also make a referral for you.

You will need to sign a service agreement and agree to the terms and conditions of the service before the service starts. These documents will be sent to you once a referral has been made.

Costs for the service should have been included in your support plan, as part of your Personal Budget funded by Norfolk County Council, or Personal Health Budget funded by NHS. If you fund your own care, you can also use the service. You have a number of options to choose from, as below.

How much does this service cost?

Option 1 – One off Recruitment Support - £120.00 (including VAT)

One to one support from an HR and Recruitment adviser to:

- Design the job for your Employee
- Advertise the job
- Process applications
- Shortlist applicants and provide interview support and guidance as required.

This is not dependent on the number of employees being recruited at this one time.



Option 2 - One off Employment Set-up - £60.00 (including VAT)

One to one support from an HR and Recruitment adviser to:

- Produce a job offer letter and statement of particulars for your new employee(s)
- Assist with obtaining background checks (references and DBS check)
- Explain Employer's Liability insurance and provide a selection of policies
- Support with induction of your new employee(s) and provide information on good employment practice, health and safety and training as required.

This is not dependent on the number of employees being appointed at this one time.

Option 3 - Complete Recruitment and Employment Support (yearly) £312.00 per year (paid a year up front; including VAT)

A direct line to our HR and Recruitment advisers who will:

- Provide full recruitment support (as option 1) **up to three times a year**
- Give full support with employment set up (as Option 2) **up to three times a year**
- Provide you with ongoing employment advice and support for one year (as Option 4), including employment updates

This is not dependent on the number of employees being recruited or appointed at any one time.



Option 4 - Ongoing Employment Support (yearly) - £218.40 per year (paid a year up front; including VAT)

A direct line to our HR and Recruitment advisers who will:

- Give full support with employment set up (as Option 2) **up to three times a year**
- Provide you with ongoing employment advice and support for one year, including employment updates
- Provide dedicated one-to-one support from an HR adviser with employee management and employment issues as required

NB: Recruitment is NOT included in this package. If recruitment is also required, you may want to consider Option 3.

5) Disclosure and Barring Scheme (DBS) checks - £55.00 per employee (including VAT)

- Carrying out DBS checks on new employees, as required

NB: This service is ONLY payable for those funding their own support, or in receipt of an NHS Personal Health Budget. If you receive a Personal Budget from Norfolk County Council, they will carry out and fund these checks for you. Previously known as Criminal Records Bureau (CRB).

NB: The cost of your insurance policy and advertising costs are in addition to the cost of chosen package(s).

If you require further information or would like this factsheet in an alternative format you can contact us by calling: 01508 491210, by emailing: info@equallives.org.uk, or by writing to: Equal Lives, 15 Manor Farm Barns, Fox Road, Framingham Pigot, Norfolk, NR14 7PZ.

