



Luton Direct Payment Support Service

Welcome to Purple

Purple is a leading provider of Direct Payment Support Services, providing Payment Services, Employment Advice and Guidance and support with the employment of Personal Assistants (PAs).

Our experienced team can support you throughout your Direct Payments journey – from advising on your role as an employer to recruiting Personal Assistants (PAs) and managing payroll and invoice payments

Purple's DPSS offer to both adults and children includes:

- Employment Advice and Guidance – guiding you through your responsibilities as an employer and supporting you to meet your obligations.
- Purple Recruitment – safe and successful recruitment advice to ensure you have support which suits you.
- Payroll and Purchase Ledger – peace of mind that your PA's will be paid on time, correctly and in compliance with the law and a payment service which frees you from this responsibility.
- Process only – payroll calculations provided to you for you to manage your own payroll.

Employment Advice and Guidance Service

Employing PAs can improve your independence significantly – you can choose who you want to support you, the tasks they need to do and when you need them. Purple know that it can also be quite daunting, but good information and advice can really make a positive difference.

<p>Our Employment Advice and Guidance Service</p>	<p>Our dedicated Employment Advice and Guidance Officers will guide you through all aspects of recruiting and employing a PA and will make sure you know and understand your responsibilities as an employer.</p> <p>We have produced a toolkit to help you on your journey with recruiting, supporting and keeping PAs. The toolkit provides you with information and acts as a reference document, complementing the one to one advice and guidance our EAG Officers provide.</p> <p>This simple and effective toolkit also aims to support you to think about the responsibilities of being an Employer, including legal obligations, how to advertise, recruit and interview potential PAs and what to do when they are working for you. We guide you through all of these areas and provide templates for:</p> <ul style="list-style-type: none"> • Job Descriptions • Employment Contracts • New Employee Forms • Annual Leave Records 	<p>£250 (plus VAT) per Direct Payment holder per recruitment cycle for up to 5 PAs.</p> <p>We include the following in the above price:</p> <ul style="list-style-type: none"> • Employer, Advice and Guidance initial contact and support – 2 hours • Toolkits and Payment pack supplied • Support with job advert – advert template and support with completing advert • Advertise on Purple website, Indeed and Find a Job (for a period of 4 weeks) • Send CVs to customer • Customer to make contact and arrange interviews directly with applicants • Follow up call and offer further support with advertising if required.
<p>Our Recruitment Service</p>	<p>We work with you as you determine the support you would like and guide you through the process of recruiting your own staff.</p> <p>We can help with drafting a Job Advert and once we are advertising your role, you will be supported as we provide you with great advice and information around interviewing, including potential interview questions and virtual interview support.</p> <p>We will supply these templates</p> <ul style="list-style-type: none"> • Job Advert • Interview Questions • DBS forms 	<p>Additional or ongoing recruitment and employment support at £50 per hour.</p> <p>(Note: If a DP holder is re-recruiting for the same position within 12 months, Purple will charge at the reduced rate of £150 plus VAT)</p>

Our Payment Services

Our Payment Services team understand Direct Payments and are here to support you with the paying of your PAs – whether employed directly or via agencies.

<p>Managed Account - Payroll</p>	<p>For this type of service, we hold your Direct Payment funds in an account at Purple. You will send us timesheets for each of your PAs, and we will:</p> <ul style="list-style-type: none"> • Register you as an employer with HMRC and register Purple as your Agent • Make the right calculations for your PAs wages, including any tax, National Insurance and pension contributions • Make these payments to your PAs and HMRC on your behalf • If you pay Customer contributions, we can set up a direct debit with you each period for the right amount • Send you payslips to distribute to your PAs • Send you a monthly e-statement of your Direct Payment account • Complete monitoring information and send directly to Luton Borough Council <p>As a Customer, you agree to:</p> <ul style="list-style-type: none"> • Top up your account with any contribution agreed with Luton Borough Council • Ensure your PAs timesheets reach us by the deadlines set out in the Pay Day Timesheet Schedule which is included in this pack (Can we provide this yet?) 	<p>One off set up cost per client £20.00</p> <p>Monthly payroll for up to 2 personal assistants £26.00</p> <p>Price includes electronic payslips and monthly account statements</p> <p>For each additional employee £6.60</p>
<p>Process Only Account</p>	<p>For this type of service, you hold your Direct Payment funds in a dedicated bank account. You will send us timesheets for each of your PAs, and we will:</p> <ul style="list-style-type: none"> • Make the right calculations for your PAs wages, including any tax, National Insurance and pension contributions • Send you payslips to distribute to your PAs • Send you an electronic Payroll Summary <p>As a Customer, you agree to:</p>	<p>One off set up cost per client £20.00</p> <p>Monthly payroll for up to 2 personal assistants £26.00</p> <p>Price includes electronic payslips</p>

	<ul style="list-style-type: none"> • Register yourself as an employer with the HMRC • Ensure your PAs timesheets reach us by the deadlines set out in the Pay Day Timesheet Schedule which is included in this pack (see page 5 for a guide to everything included in this pack) • Make the payments we calculate for you to your PAs and HMRC from your Direct Payment funds in your dedicated bank account. 	<p>and monthly account statements</p> <p>For each additional employee £6.60</p>
<p>Invoice Only</p>	<p>We will:</p> <ul style="list-style-type: none"> • pay invoices received from your chosen care provider within 14 days. • Send you monthly e-statements of your Direct Payment account • Complete monitoring information and send directly to Luton County Council on your behalf <p>As a Customer, you agree to:</p> <ul style="list-style-type: none"> • Top up your account with any contribution agreed with Luton County Council 	<p>Bought ledger services for self-employed PA's, Agencies & other (max 3 invoices per month) £10.00</p> <p>For each additional invoice processed and paid £3.00</p>

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