

Disability North



Payroll Plus Guide

Our Mission

Promote inclusion, independence, choice, and control for all disabled people.

Enable all disabled people to lead the fulfilling life that they choose.

Engage with policy makers and networks to get loud, make change, share lived experiences at local and national levels, and be a hub for everything connected with disability.

Remove societal barriers hindering access to opportunities in employment, education, volunteering, and healthcare.

Our Values

- We celebrate Equity, Diversity, and Inclusion. Allowing everyone to come as they are and bring their uniqueness to the table.
- Independence, Choice, and Control shapes everything we do.
- We work with Passion, Determination, and Excellence.
- Our workplace is built on Teamwork and Empathy.
- We demonstrate Commitment and Integrity and work alongside any others who support and uphold our values.



What is Payroll Plus?

Payroll Plus is a managed payroll service, owned by Disability North. It allows you to receive a Direct Payment to manage your care flexibly, without the burden of handling financial records yourself.

If you choose Disability North's Payroll Plus Service to manage your Direct Payment, you still have responsibilities as an employer. This guide explains what those responsibilities are.

What Payroll Plus Does

For people using Payroll Plus (without employing a PA)

- Pay for agreed services and invoices
- Reimburse you for agreed activity and travel expenses (with receipts)
- Keep the financial records needed for audit purposes

For people employing Personal Assistants (PAs), Payroll Plus will:

- Register you as an employer with HMRC
- Calculate Tax, National Insurance, Sick Pay, Maternity/Paternity Pay, etc.
- Produce monthly payslips and reports
- Pay your staff's wages directly
- Pay Tax and National Insurance to HMRC
- Pay invoices for Employer's Liability Insurance
- Complete Real Time Information (RTI) submissions to HMRC
- Produce P45s for staff who are leaving
 - Submit end-of-year tax returns to HMRC
 - Issue P60s annually to all employees
 - Collate and maintain financial records required for audit



Workplace Pension Responsibilities

All employers must offer a workplace pension.

Payroll Plus will support you to meet your pension responsibilities, but in order to do so they must be registered as a delegate on your pension scheme.

Payroll Plus works exclusively with NEST Pensions.

They will ensure that:

- Eligible PAs are automatically enrolled.
- Pension contributions are made.
- Employees are notified of their pension rights.

You will be given information to authorise Payroll Plus as your delegate. Payroll Plus will then complete the full delegation process with NEST on your behalf.

Registering for Payroll Plus

If you are not employing a PA but are using an agency or activity-based support, your Social Worker can refer you to Payroll Plus with the details of your budget and what the agreed use is, based on your Support Plan.

If you are employing a PA:

- A registration form will be provided.
- This form is to be completed by you, but the Direct Payment Support Service can assist you with this.
- Let Payroll Plus know if your budget includes activities or PA expenses, such as travel or entry tickets.

If there are any changes to how your budget will be used, you or your Social Worker must notify Payroll Plus. Payroll Plus can only make payments in line with your Support Plan, so please contact Payroll Plus as soon as possible if anything changes.



Registering Employees

Payroll Plus requires:

- Your PA's personal details.
- Their bank account information for wage payments.
- A completed employee details form (available from us).
- If available, a P45 from their previous employer.

We can help you collect and submit this information.

Processing Payroll

Each month, you must inform Payroll Plus of:

- The number of hours your PA worked.
- Any sick leave, annual leave, maternity/paternity leave, etc.

You will receive a Payroll Calendar which shows:

- The dates for submitting hours worked.
- The dates your PA will be paid.

Employers' Liability Insurance

As an employer, you are legally required to have Employers' Liability and Public Liability Insurance in place on the first day your PA starts working. This protects:

- You and your staff in case of accidents or injury at work.
- Against legal disputes or claims made by your PA.

This insurance is paid from your Direct Payment budget. You can:

- Set up the policy yourself and have the invoice sent to Payroll Plus.
- Ask the Direct Payment Support Service to arrange cover on your behalf.

You must:

- Keep the insurance documents and certificates safe.
- Send renewal documents to Payroll Plus for payment.



See our separate guide: "Insurance Policies You Will Need" for more details.

Important Reminders:

- If your PA drives for you, their vehicle insurance must include business use.
- Make sure your PAs receive any necessary training (e.g. Moving and Assisting).
- Ensure a safe working environment.

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Keeping Records

Payroll Plus keeps your financial records, but you must also keep employment records, including:

- Timesheets and employment contracts.
- Holiday and sickness records.
- A copy of your insurance certificate.

These may be inspected by HMRC or auditors.

Activities and Expenses

If your Support Plan includes funding for activities or PA-related expenses (e.g. entry tickets or PA travel), you must:

- Pay for these costs yourself up front.
- Send your receipts to Payroll Plus for reimbursement.

You can only spend your budget on what is agreed in your Support Plan. Always keep receipts.



Personal Financial Contribution (Social Care Charges)

If your care is funded by the Local Authority, they will carry out a financial assessment to decide whether you need to make a personal financial contribution (social care charge) towards the cost of your support.

If you are required to contribute, the Local Authority will pay your Direct Payment into the Payroll Plus account every four weeks, minus your personal contribution. You must pay this personal financial contribution (social care charge) into the Payroll Plus account yourself to make sure there's enough money available for wages, invoices, and other support costs.

You can do this by setting up a standing order from your personal bank account (weekly or every four weeks).

Help with setting up your contribution:

- The Direct Payment Support Service can help you to arrange and set up your payments correctly.
- Payroll Plus can provide the account details and instructions you need.

Important:

If your personal financial contribution (social care charge) is not paid, there may not be enough money in your account and Payroll Plus may not be able to make payments.



Please note:

Disability North is not responsible for calculating or collecting your personal financial contribution (social care charge). This is assessed by your Local Authority. You may wish to complete a Disability Related Expenditure (DRE) application to try and reduce your personal financial contribution. You will receive notice from the Local Authority if your personal financial contribution changes but payments will remain the same unless confirmed otherwise.

For support setting up your contribution payment, contact Disability North on 0191 284 0480.

Audit

From time to time, your Local Authority may carry out an audit of your Direct Payment.

They will ask Payroll Plus for financial records to check:

- That the money is being spent in line with your Support Plan.
- That no excessive surplus has built up in your account.

If any surplus funds are identified, it is the Local Authority's right to request the funds are returned to them.

Direct Payment Agreement (DP3)

You will receive a Direct Payment Agreement (DP3) from your local authority which explains:

- How much money Payroll Plus will receive on your behalf.
- What you are expected to use the money for.
- Your responsibilities when receiving a Direct Payment.
- What support the Local Authority will provide.
- Key terms of your agreement.

You will also be asked to confirm:

- The bank account into which the Direct Payment will be paid.
- This will be the Payroll Plus account, unless agreed otherwise.



Support Plan Review

Your Support Plan will be reviewed regularly with your Social Worker to ensure:

- Your care is working well for you.
- The plan still meets your needs.
- Your budget is being managed appropriately.
- The money is being spent in line with your Support Plan.
- Any changes in circumstances are addressed.

Useful Contacts

Disability North – Payroll Plus Service

The Dene Centre, Castles Farm Road, Gosforth,
Newcastle upon Tyne, NE3 1PH

Tel: 0191 284 0480

www.disabilitynorth.org.uk

