

Provider: The Rowan Organisation

Contact details	
Name	The Rowan Organisation
Address	Eliot Park Innovation Centre 4 Barling Way Nuneaton Warwickshire CV10 7RH
Telephone	02476 322860
Email	info@therowan.org
Website	www.therowan.org

Services to be Provided and Costs		
Service	Please indicate whether to be provided	Price to service user
Recruitment and Selection of Staff for Service User		
DBS checks	✓	£63.20 inc. VAT per check
Advice and support recruiting and selecting staff	✓	£28.00 per hour + VAT
Personal Assistant Matching	✓	£28.00 per hour + VAT
Health & Safety	✓	£28.00 per hour + VAT
Insurance	✓	£28.00 per hour + VAT
Advice and support with contracts of employment including terms and conditions	✓	£28.00 per hour + VAT
Administration and Financial Management		
Advice and support with VAT, PAYE and NI	✓	£28.00 per hour + VAT
Managed Accounts	✓	One off set up cost of £19.74 inc VAT + £11.28 inc VAT per month or £22.56 if the package also includes ILF funding.
Financial Planning and budgeting	✓	£28.00 per hour + VAT

Provision of a payroll and PAYE system	✓	£6.00 inc VAT per payslip
Record Keeping and monitoring of services	✓	£28.00 per hour + VAT
Support Services		
Free no obligation initial consultation	✓	Free half hour
Advice and support to monitor services	✓	£28.00 per hour + VAT
Support Planning	✓	£27.00 per hour + VAT
Assisting service users to obtain most benefit from their direct payment	✓	£28.00 per hour + VAT
Support with paperwork	✓	£28.00 per hour + VAT
Other – please provide details		
Pre-paid Cards	✓	£12.00 per card £1.00 per loading Please note that support can be provided as packages rather than paid at an hourly rate with many of the elements listed above being provided as combined elements. This is a more cost effective way of delivering services and the hourly rates provided are for compliance reasons only.

The Rowan Organisation also has various packages on offer which may prove for cost effective for you depending on the services you require. If you would like more information please contact The Rowan Organisation using the details above.