

Penderels Trust Newsletter



Opening the Door to Independent Living

Spring 2008

Investing in People



INVESTOR IN PEOPLE

In November 2007 Penderels Trust was re assessed for its Investor in People Award. We have retained the standard for another 3 years. The award is a framework for delivering improvement through our staff.

What does it mean?

Employees may see benefits such as: a good working environment; recognition and development; good quality training; improved job satisfaction; better communication; skill and careers development; increased responsibility and involvement; and health and safety gains.

Through the award we aim to deliver continually improving services to all of our service users.

Holiday dates for your diary

Make a note in your diary of the following days when all Penderels Trust offices will be closed:

26th May 2008

27th May 2008

25th August 2008

Fairer Tax Regulations for Employers

From **April 6th 2008** Her Majesty's Revenue and Customs (HMRC) will have powers to transfer the liability for the immediate payment of tax from an employer to an employee. This will only happen in certain circumstances.

Employers are responsible for the deduction of tax from an employee via their payroll.

If tax has not been deducted where it should have been paid, then the HMRC will chase the employer for the outstanding deductions.

In cases where the employer and employee consider their relationship as one of self-employment, and the HMRC de-

termines otherwise, then the HMRC would normally chase the employer for the full amount of due deductions regardless of any sums already paid by the employee.

In the past this may have resulted in double recovery of deductions or the employer being out of pocket until the situation had been resolved.

From **April 6th**, the HMRC will be able to transfer liability to the employee, or where they chase the employer only go for the outstanding amounts and not the whole if employees have made some contributions.

Working in the U.K.

The rules which allow people from other countries to work in the United Kingdom have changed. Since 1997 employers have had a legal responsibility to make checks on potential employees.

Since February 29th 2008 these responsibilities have increased.

Avoiding fines

Any employer who is found to be employing an illegal worker could be fined up to £10,000, unless they can show that they carried out checks; sought to verify documentation they received from the employee; have maintained records of the checks that they have carried out.

Ongoing checks

Employers are required to carry out ongoing checks for those who have permission to work in the UK rather than a birth right

to be working here.

Avoiding imprisonment

Anyone who employs an illegal worker could be imprisoned for up to 2 years.



Help with employment checks

Fortunately it's easy to make sure that you are keeping to the new guidelines.

If you employ your own carers your independent living advisor will support you in the interview process which will include checks as to a person's employment status in the UK.

Potential carers will bring proof to the interview which may include a passport or driving license. This helps to establish their identity and right to work.

Employment Law Update

Lower earnings limit (qualifying amount for statutory payments, SSP, SMP, etc) increases to £90.00 per week on 6th April 2008.

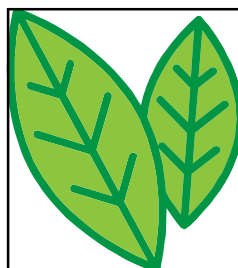
National Insurance threshold increases to £105.00 per week from 6th April 2008.

Employers National Insurance remains at 12.8%

Statutory Sick Pay increases to £15.08 per day (£75.40 per week). Small employers may not be able to claim the full amount back, payroll providers can assist in identifying any potential shortfalls.

Statutory Maternity Pay increases to £117.18 per week.

Statutory Annual Leave Entitlement remains at 4.8 weeks, but will rise again on 1st April 2009 to 5.6 weeks (inclusive of bank holidays).



FIVE A DAY ?

Reminder:

Employers with **5 or more employees** must have a written Health and Safety policy in place.

If you need support please ask for our information booklet:

“Health and Safety Information for Direct Payment Schemes”

The booklet gives you a useful tick-list to help identify potential hazards in the home.

Focus on... Mary Woolley

I am Mary Woolley and I work for Penderels Trust as an Independent Living Adviser in Gloucestershire. I enjoy working as an adviser and assisting service users with their Direct Payments. I am partially sighted and with the help of Penderels Trust and Access To Work I use a taxi to meet my service users. Before I was an ILA I worked as a teacher. While at teacher training college I was very lucky to be chosen as the first woman to be President. In my 25 years of Primary School teaching I always enjoyed practical subjects including P.E. and Science. My last village school was so small it had no playground and the children had to play in the road. If a car came along I would blow a whistle and the 4-11 year olds would stand on the curb. If a horse came along we would have to stage whisper, 'HORSE!' because the whistle would frighten them. The children soon learned about road safety!

My netball team were amazing. They still managed to win matches even though

they had to cope with moving the posts off the road when a car came along and the local dog called Flash regularly running off with the ball. Although it was a small school my class won South West Regional Science competitions for two years running and they made their presentations in the Millennium Dome and in Bristol.



A few years ago after taking early retirement from teaching I became a volunteer and a Trustee at the Gloucestershire County Association for the Blind (GCAB). The Charity has over 3,000 clients in the county. My voluntary work has involved me helping at the reception desk, answering questions and assisting clients to find equipment to help them live independently. GCAB received The Queen's Award for Volunteering and I have been asked to represent GCAB and meet the Queen at Buckingham Palace in May. I am very honoured, but am wondering if I will need to wear a hat!



Penderels Trust now works in partnership with 17 local authorities throughout the U.K. helping people with independent living through Direct Payment and individual budgets. Our Independent Living Advisors (ILA's) visit hundreds of service users every year. The good news is that we have received confirmation that some of our contracts have been extended including:

- **Coventry** City Council - Older People's Contract
- **Wakefield**
- **Sheffield**
- **Westminster**

New Contracts:

- **Wrexham** - Direct Payment Support Service. To commence June 1st 2008



PAYROLL CHANGES



The Payroll Team are now processing payroll for nearly 5000 Direct Payment employers. With new software in place they will continue to provide an excellent and efficient service.

For year end 2007 to 2008 all P60's will be sent to all employers by 30th May 2008. You can distribute them to your personal assistants.

Following agreement from our Trustees this year's payroll costs have changed. We are a registered not-for-profit charity that tries to offer value for money. We believe that our new prices remain competitive with other payroll agencies.

We established our Payroll Bureau to make the whole process easier for new employers.

The service offers:

- A secure and confidential service
- Calculation of all statutory payments
- Regular reports detailing payroll activity
- Online filing systems to deal with statutory bodies directly and effectively

- Provision of easy to complete paperwork
- Dealing with the HMRC (Formerly Inland Revenue & Customs) on your behalf
- Specialist service in the small employer sector

Our fees are now:

Setting up fee
£35.00

End of year returns
£40.00

(irrespective of number of employees)

Payroll calculation **£5.25**
(per employee per pay cycle)

Payroll calculation **£6.35**
(per entry using BACS facility)

Attachment of earnings **£1.20**
(payable by employee)

Secondary copy of payslip **£1.42**

Prices include all necessary stationery, payslips and documentation such as P45's.

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