

# Guide to Services in Derbyshire



# Guide to Services in Derbyshire

Penderels Trust supports people living in Derbyshire who receive a direct payment.

We are a not-for-profit organisation and have been a leading provider of advice and guidance to disabled people nationwide since 1988.

All our services have been developed and improved through working with the people who use them, local authorities and other organisations.

This guide covers the main services that we offer in Derbyshire.

We always ensure the support provided is tailored to the needs of the individual. We support in a way that focuses on building ability and confidence to promote independence.



## Employing staff

For anyone choosing to employ their own personal assistant (PA), we can support with:

- Understanding what becoming a good employer means and the responsibilities involved with this
- PA Finder database
- Preparing and placing job advertisements/job descriptions
- Short listing applicants and interviews
- Checking references and eligibility to work in the UK, DBS checks
- Preparing job offer letters and contracts of employment
- Advice and support with ongoing staff management e.g. sickness, health and safety
- Keeping up to date with employment law
- Budgeting and costing support ensuring all responsibilities are accounted for including national minimum wage
- Information on Employer's Liability Insurance
- Support with contingency arrangements



## Using a care agency

For anyone choosing to use the services of a care agency rather than employing their own staff, we can support with:

- Providing information, support and signposting accordingly
- Drawing up a list of questions to ask them
- Support is available throughout the year with managing care and help with any problems
- Advice on what records to keep

## Training

We are able to provide training on direct payments and being an employer. We can also attend groups/meetings to discuss our services and/or direct payments.



## Payroll

Our well established payroll service supports over 15000 employers.

Our payroll service includes:

- Processing of timesheets and provision of payslips
- Direct debit (BACS) option to pay staff directly into their own bank account
- Liaison with HMRC on your behalf
- Electronic end of year tax returns completed for you
- Auto enrolment (pension) service with NEST (Government pension scheme)
- All relevant paperwork you'll need, including timesheets, payroll calendar, and reference guide

## Other services

We can support with closing down a direct payment.

We offer a managed account service for people who need or want support to manage their care money.

We also offer other services too including appointeeships, bills management and support planning and brokerage.

Please do not hesitate to contact the team at the local office if you have any questions about our services or direct payments in Derbyshire.

If you would like this information in a different format, please contact our Head Office and we will do our best to meet your requirements.

**Penderels Trust**

Maple House  
Maple Estate  
Stocks Lane  
Barnsley S75 2BL

**Tel:** 01226 201 661

**Email:** [derbyshire@penderelstrust.org.uk](mailto:derbyshire@penderelstrust.org.uk)



**INVESTORS  
IN PEOPLE**



Registered Company Number: 03560335  
(England and Wales). Registered Charity  
Number: 1073513.