

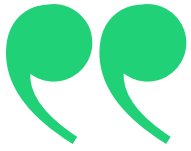


Payroll



GCIL SUPPORT

**Supporting Independent
Living Through
Payroll Solutions**



I have used GCIL payroll now for over six years. They are like a top class PA - reliable and punctual



Time to get on with your life

At GCIL (Glasgow Centre for Inclusive Living) we believe Self-Directed Support (SDS) should be about taking more control over your support and getting on with your life. Using your funding as direct payment is a great way of doing this, but dealing with salary payments and bills isn't for everybody.



That's where GCIL payroll comes in. Now you can have the best of both worlds: the choice, control and flexibility that comes with a direct payment; but without the headache of dealing with the paperwork.

Why choose GCIL payroll?

**1**

We offer a friendly and professional service at a very competitive rate.

2

We offer a flexible service that we can tailor to your needs.

3

Whichever service you choose, you retain control of your funding.

4

There are no hidden costs, such as charging for adding employees to your payroll.

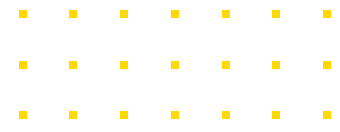
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We can support you with your payroll wherever you live in Scotland.

6

If you also use GCIL's SDS support service our staff work together, supporting you through your SDS experience.

GCIL can also



Provide you with monthly reports if you receive money from both the Independent Living Fund (ILF) and the local Authority. This will help you to keep track of both sources of funding separately.



GCIL payroll is amazingly easy to set up and use. Why didn't I do this years ago? - Linda

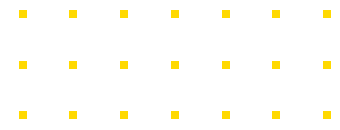
Our payroll services

Basic Payroll Service

We complete all the calculations for PA wages and then you make your own payments such as PA wages and HMRC from your Allpay bank account (Glasgow residents) or Direct Payment bank account.

What's included

- Assistance with registration with HMRC for new employers.
 - Calculate Statutory Sick, Maternity and Paternity pay.
 - Calculate regular payments due to HMRC.
 - Prepare clear and easy to follow reports providing you with all relevant information. These can be provided in an accessible format.
 - Send payslips etc to you by email or post.
 - Deal with queries from HMRC and other requiring details of your employees pay.
 - Process forms P45, P46 etc.
 - Complete tax year end returns and submit online.
 - Provide information to explain key payroll changes.
 - Provide reports for you and your pension provider.
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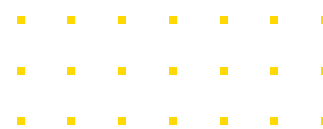
Managed Payroll Service

In addition to all the services outlined in the basic package, we will also make all payments on your behalf – we pay PA wages, HMRC and NEST Pensions from your Allpay / bank account. This service is much preferred by our supported people.

What's included

All the benefits of our Basic payroll service
PLUS

- Hold funding in a separate bank account and pay your Personal Assistants, agencies, HMRC and pension providers on your behalf. If you receive funding from Glasgow City Council they will also allow us to manage and make payments through your AllPay account.
-



Bill Paying Service

If you don't employ your own PA, but do make use of care providers under SDS option 1. We will pay the provider and other bills on your behalf from your Allpay / bank account.

What's included

- Receive funds on behalf of employers and make payments to care providers on your behalf
 - Provide a monthly report detailing all income and expenditure for the month and the balance in your account. If you receive funding from Glasgow City Council they will allow us to manage and make payments through your Allpay account.
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About GCIL

As a disabled people led organisation, we are run by disabled people, working for and with disabled people. GCIL works to the principles of inclusive living.

We believe that impairment doesn't disable people - barriers created by society do.

We deliver quality services across the West of Scotland that empower:

Support with SDS

We can assist individuals and families to navigate the Social Care system.

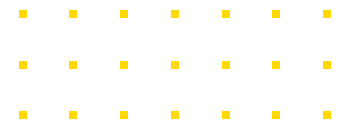
This includes understanding your rights and responsibilities around Self Directed Support (SDS) as well as accessing Social Care support through the Local Authority via a referral to social work services.

We also offer outreach support and training to Third Sector organisations and Social Work services.

Once you have been assessed by social work and a budget agreed, we will talk you through the paperwork and process involved when managing your own budget.

We can assist with the safe recruitment of a PA and/or assistance to identify a care provider.

For Glasgow residents we can guide you on how to access your Allpay account, and in other localities we can advise you on bank accounts.



ILF Award Management

The Independent Living Fund is designed to support individuals who have complex disabilities to live independently.

An ILF Scotland Award Manager is the person who manages the ILF Award. Wherever possible the ILF recipient should manage their own award. ILF Scotland will always start from the assumption that the recipient has the ability to manage their own award.

If there are exceptional reasons why you cannot manage the award yourself, ILF Scotland can agree to someone, or an organisation doing so on your behalf. GCIL can fulfil this role.

Our Advisors can act as Award Managers for anyone receiving an ILF budget should you be unable or choose not to do it yourself.

Other Support

GCIL offers other support services including Employment advice in certain local areas. Please contact us for more information.



I'm really happy with the GCIL payroll service. I've used it for over 4 years now and it has been such a help to me and my staff.

Contact Information



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www.gcil.org.uk



Glasgow Centre for Inclusive Living



#GCIL_DPO



gcil_dpo



@gcil

We are a registered charity and a company limited by guarantee, set up in 1995.

Charity number: SC024299

Company number: 161693
