

## Support Brokerage

Our Support Brokers will support you in taking control of your own life. We are here to help determine what support you need, identify what skills you already have, what sort of life you want, and create a plan to make it happen. We manage costing and find services that work for you, and tackle problems you may face that restrict your independence.

Support brokerage involves...

- Individual support plans
- Finding and working with community resources and informal opportunities
- Finding and working with support service providers
- Negotiating with service providers
- Preparing and costing the support plan
- Submitting and presenting the support plan
- Initiating the implementation of the support plan

*We offer three levels of support brokerage allowing the individual to determine the level of our involvement.*

### High level

Support to create and implement your support package, with full management, on a week to week basis.

### Mid level

Support to create and implement your own initial support package and quarterly sessions with a broker, to ensure smooth running.

### Low level

Support to create and implement your own initial support package, to manage independently.

# Roxburgh UK

Independent Living Consultants



## Service Menu

All services are tailored to individual needs



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### Contact:

We are available Monday to Friday between 9.00am - 5:30pm for all enquiries.  
Evening and weekend appointments are available.



The National  
Brokerage Network



## Independent Living Advice

We provide information on a wide range of aspects of Independent Living, from specialist equipment services to social networking and holidays...give us a call and you may discover something you didn't even know you were missing!

We provide information on...

- Health and Wellbeing Services
- Welfare rights
- Specialist equipment Services
- Access to work, Employment & Skills Development
- Accessing Local Facilities
- Accessible Holidays
- Disability Networks

## Self Directed Support to manage Direct Payments

We provide personal information sessions on how to manage your individual Direct Payments; you will receive advice, support and personalised information on managing your Direct Payments.

This package consists of...

- One 2 hour initial Information and Advice Session
- Two further 1 hour Support Sessions throughout the year
- Monthly Courtesy Calls providing additional support
- Additional Support Calls available on e-mail request



## Employers Support

Are you looking to employ but having trouble recruiting the right person for the job? We can help with all aspects of Staff recruitment and employment.

This package provides...

- The creation of a personalised job description
- Drafting and publishing an advertisement in the local media
- Managing and sending application forms
- Dealing with enquiries and arranging interviews
- Interview support \*on request
- Completing reference and CRB checks
- Providing contracts of employment
- Advice on procedures
- Managing staffing issues
- Up to date info on employment law

## Payroll Bureau

Do you find the administration of payroll one big headache? As employers it is a legal necessity to calculate Tax, National Insurance and wages accurately and efficiently. We can take on the responsibility for you.

This package provides...

- Timesheets for all employees
- Payslips for employees
- Calculation of all Tax and National Insurance due by you and your employees
- Dealings with HM Revenue and Customs (HMRC) on your behalf
- Assurance that HMRC requirements are met by 'e-filing' your End-of-Year Tax returns
- Management of Statutory Sick Pay, Statutory Maternity Pay etc.

