

ILA aims to provide a comprehensive range of personal assistance services and recognises that the fee structures are complicated. Below is an outline of some of the more standard options available. If you do not see what you are looking for or you want to “mix and match” different services, please contact ILA directly for a personalised quotation by providing a PA User Registration Form

1 SERVICE FEES FOR ILA EMPLOYED PAS

Working hours: £7.35-18 per hour (dependent on time and duration)

Sleepover (11pm-8am): £50 plus £7 per ½ hour call (11pm-8am)

Live-in: £85-£210 per 24 hour shift dependent on hours worked

ILA Fees: are from 10-25% of the cost of the PA (dependent on time and duration of the PA working)

- All bank holidays are charged at double time
- Christmas/New Year is charged at treble time
- Training, disclosure, sickness and holiday cover are invoiced on a separate basis. A weekly costing for this provision can be provided

2 SERVICE FEES FOR ILA INTRODUCTION SERVICES

Level One Personal Assistants	£100
Level Two PAs Plus Paperwork	£150
Level Three Personalised Services	from £125
	(plus cost price of advertising)
Level Four On-going Support	from £15 pcm
Emergency PAs	from £25

3 FEES FOR THE INDEPENDENT LIVING SCHEME

Initial Setting Up Fee: £300 This is a once only consultant fee to cover the cost of establishing a placement. This fee must be paid prior to a placement commencing.

PA Living Expenses: £75 per PA per week This fee is to cover the cost of the living expenses of a PA. (This fee must be multiplied by the number of PAs on the placement.) Once a PA User has accepted a PA to work on a placement living expenses must be paid regardless of whether the PA has been working. For example, if the PA User is on holiday or if the PA is ill.

Monthly Service Charge: £115-150 per week This fee is to cover the cost of servicing a placement. That is supporting PA Users, recruiting and supporting PAs and so on.

Accommodation £150 + per week ILA rents accommodation for PAs in the private sector. PA Users are invoiced for the accommodation deposit, this is returned within six weeks of a placement finishing, provided a full notice period is given by the PA User. Accommodation fees are charged regardless of whether a service has been used or provided.

Incidental Expenses £19-94 per week ILA reimburses a PA's travelling costs to meet a PA User and to start and finish a placement and for a PA's holiday travelling costs. There is a ceiling on the incidental expenses of £100 per return journey.

Emergency Budget £50-150 per week All volunteer placements must have an emergency budget to cover unforeseen circumstances when ILA is unable to provide PAs for whatever reason. This money is used to provide ILA agency workers. ILA is not responsible for providing a service in such circumstances unless funding is agreed at the onset of a placement.

Debtors

The fee is set at £70 per late invoice per month. Please ensure that payment is made on time or a penalty fee will be applicable.