



Payroll People Solutions

The ones you can trust

Umbrella Organisation DBS Check Information Booklet

Email:

umbrella_ebulk@sandwell.gov.uk

Web:

www.payroll-hr.co.uk

Payroll People Solutions (PPS)

Who are we?

Payroll People Solutions (PPS) are a team of well qualified and experienced HR, Payroll and Pension advisors and administrators, situated within a business centre located in West Bromwich, West Midlands.

The **PPS** team currently has over 60 full-time and part-time staff delivering Payroll, Pensions and HR services to a broad array of clients, as well as providing services direct to Sandwell Metropolitan Borough Council.

So you can rest assured that we know the importance of safeguarding, particularly during recruitment activity. When you choose us, you will be in the hands of a skilled supplier who knows exactly what you need.

What we offer is a first class service, tailored to meet the needs of our clients, at very competitive rates.

You can expect high standards of service delivery, backed by knowledgeable and experienced staff – the things that customers who stay with us year after year, rely on.



Disclosure & Barring Service (DBS)

We are registered with the DBS as an 'umbrella organisation', and as such, we are authorised to administer DBS checks on behalf of organisations' who require such checks to be undertaken. These could be for your employees, students, members or volunteers, where the relevant criteria are met.

We can act as the primary point of contact for:

- ◆ Checking disclosure applications
- ◆ Validating information provided by the applicant
- ◆ Establishing and checking the identity of the applicant
- ◆ Countersigning applications
- ◆ Submitting applications to the DBS



What level of service do we offer?



We offer a personalised support service with access to our trained officers in person, by phone or by email, during normal office hours.

We process all DBS checks electronically via the DBS processing system “eBulk”.

The system is hosted and maintained by us, which means that you do not have to worry about backup, legislation changes, hardware costs or data security.

The benefits of electronic DBS's processed via the eBulk System

We will request that you supply a small amount of your organisational information to us for validation. On receipt, your organisation will be provided with access to the eBulk online DBS system, via a personalised dashboard. This will enable:

- ◆ The allocation of system access for any new DBS applicants, allowing them to complete their application online via a URL link.
- ◆ Completion of a simple application form, which the system validates in order to eliminate any applicant errors.
- ◆ Reduced completion times and a faster recruitment process.
- ◆ A reduction in costs - no postal costs.
- ◆ Online tracking of all applications.
- ◆ Retention of and access to a historical record of all DBS checks performed.
- ◆ Instant delivery of the DBS check to the applicant once completed by the DBS.
- ◆ A fully compliant procedure.



What do you need to do?

In order for **PPS** to provide an umbrella DBS service to you, we are required to ensure that you:

- Fully comply with the DBS Code of Practice.
- Have a written policy on the recruitment of ex-offenders.
- Have a written policy on the correct handling and safe keeping of 'Disclosure' information.
- Have nominated a contact to whom Disclosure information can be provided and discussed.



If you can satisfy all of the above requirements and decide that you want to use this service provision, we will make the necessary arrangements to enable your access to the eBulk system.

Service Charges

DBS Administration fee (per application - employees, students, members)	£15.00 + VAT
DBS Administration fee (per application - Volunteers, School Governors)	£10.00 + VAT
eBulk processing charge (per application)	£1.95
<u>DBS Disclosure Type</u>	
Enhanced check (with or without Barring list check)	£44.00 *
Standard check	£26.00 *
* Not payable for Volunteers/School Governors	
Route 2 ID Verification (only applicable to those requiring a Route 2 ID check)	£5.00 + VAT

Contact us

If you require any further information in regard of the Umbrella DBS Service, then please contact:

Ian Johnson - HR Transactional Services Senior Officer

Email: ian1_johnson@sandwell.gov.uk

Telephone: 0121 569 3852

Dawn Addis - HR Delivery Manager Recruitment & HR Administration

Email: dawn_addis@sandwell.gov.uk

Telephone: 0121 569 2065

Alternatively, you may contact us via email, via Twitter or via the **PPS web-site. Details are shown below:**



umbrella_ebulk@sandwell.gov.uk



[@PPS_Sandwell](https://twitter.com/PPS_Sandwell)



www.payroll-hr.co.uk



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