

Mental Health Matters Wales – Pricing Schedule



Charge Type	£	Specification
Admin Cost	£27.00	This cost includes receiving, assigning and logging all new referrals. And core admin costs including invoicing and management meetings payroll
Admin Cost (1)	45p per minute	Telephone conversations, responding to emails, typing up case notes, reading of court documents and any other referral documents.
Contact Time (2)	45p per minute	Face-to-face service user visits, meetings or attending court.
Travel Time (3)	45p per minute	Traveling to the assigned destination this will included travel to professional meetings and going to visit RP For example 20 minutes from Bridgend To Swansea
Mileage Charge	45p per mile	
<p>Please note: The advocate workers admin (1), contact (2) and travel time (3) costs includes within the rate identified the national insurance (13.8%) and pension contribution (9%) payable by the charity. The cost also takes into account the advocate workers annual leave entitlement, training days, team meetings, supervision and appraisal and sickness entitlement.</p> <p>Above costs also take into account paying the advocate worker for 52 weeks of the year when in real terms due to annual leave, training, meetings, sickness absence, etc. they may be only physically working approximately 42 weeks per year (non-productive time).</p> <p>Cost also takes into account support services to enable the advocate worker to undertake their role for example; recruitment of new staff when required, ongoing training fees including undertaking the national Advocacy Qualification, induction of new staff (non-productive hours), IT support, IT equipment (computer & mobile phone, broadband) office costs (Inc. utilities, heat light, water rates, rental, landline telephone), Disclosure and Barring Service checks and contribution to the direct line management of the advocate workers.</p>		