



HR and Employment Law Protection Package

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AN EXPERT FIXED FEE SERVICE

As a business owner you will be well aware of the ever increasing volume of employment regulation coupled to increased employee awareness of their legal rights. Following the abolition of Employment Tribunal Fees, employers now face a steady rise in the number of employment claims being submitted to the Employment Tribunal Service.

You need the reassurance of expert advice to minimise the potential for costly employment disputes and to meet that need we have introduced our HR and Employment Law Protection Package.

This fixed price service will help you avoid employment disputes by ensuring your business meets the best standards of employment practice and procedures. We will provide the documentation and policies you need and our legally qualified team are on hand to give advice to you by phone or email with a speedy response to your questions.

Unlike many of our competitors we **guarantee** that you won't be dealing with a call centre. All of our staff are legally qualified and you can rest assured that you are dealing with a specialist, professionally regulated and fully insured firm of solicitors.

“Flexible Options”
You only pay for what you need

All businesses are different, so we offer two packages, both of which can be tailored with add-ons to fit your needs

OUR STANDARD PACKAGE

Includes:

- Telephone and email advice for up to ten hours per year
- A standard employment handbook, policies and contract of employment for your business to keep you on the right side of the law
- An annual meeting with you to discuss your business's employment law needs
- Our quarterly Bitesize Bulletin that keeps you up to date on changes in employment law in an easily digested format

Standard package fee

These prices are based on the number of employees in your organisation and a minimum cover period of two years. The cost can either be paid annually in advance, or spread over monthly instalments for your convenience at no extra cost.

Number of Employees in your Business	Monthly Option (fixed fee ex. VAT)	Annual Option (fixed fee ex. VAT)
1 - 15	£90	£1,080
16 - 50	£195	£2,340
51 - 100	£275	£3,300
100+	Contact us for a tailored quotation	Contact us for a tailored quotation

OUR PREMIUM PACKAGE

Includes:

- Unlimited telephone and email advice per year
- An employment handbook, policies and contract of employment tailored specifically to your business
- Where necessary and reasonable, preparation of letters and documents for you
- Your choice of either three meetings a year to discuss your employment needs or two meetings and one training session for you/your staff on employment law issues
- Our quarterly Bitesize Bulletin that keeps you up to date on changes in employment law in an easily digested format

Premium package fee

These prices are based on the number of employees in your organisation and a minimum cover period of two years. The cost can either be paid annually in advance, or spread over monthly instalments for your convenience at no extra cost.

Number of Employees in your Business	Monthly Option (fixed fee ex. VAT)	Annual Option (fixed fee ex. VAT)
1 - 15	£175	£2,100
16 - 50	£380	£4,560
51 - 100	£550	£6,600
100+	Contact us for a tailored quotation	Contact us for a tailored quotation

OPTIONAL ADD-ONS

If you require additional features, not included within our packages, we can provide additional services to meet your needs.

✔ Defending Tribunal Claims

The Standard and Premium packages do not include preparation or representation in Employment Tribunal claims as this may never be needed. If it is, we will agree fixed prices for all of the preparation and negotiation work. The cost of representation in the Tribunal will always be agreed in advance. We can provide anyone from a trainee solicitor up to a senior barrister, but will keep things in-house where possible to save you money.

✔ Legal Expenses Insurance

If you would like complete peace of mind, we have partnered with Albion Legal Protection to offer an insurance policy which you can add to the Standard and Premium packages. For a very reasonable premium (based on your number of employees and annual wage bill) this will cover your legal costs and most Tribunal awards and settlements up to a limit of your choice (from £50,000 to £1,000,000) in the event of an employee bringing a Tribunal claim. Speak to us for more details on pricing and the qualifying terms and conditions.

✔ Staff Training

The Premium package can include a staff training session each year, however, you may wish to hold more regular or multi-site training. It is also possible to add training to the Standard package if required. We are happy to tailor any training to meet your requirements - please ask for a bespoke quotation.

✔ Self-Employed Staff

Different contracts are needed for your employed and self-employed staff. We can review your self-employed contracts and advise on whether they meet your needs and if necessary provide you with a quote to update these contracts either on an ad-hoc basis or through an annual review.

✔ HR Admin Support

Saves you the need to employ in-house HR support by producing all the documentation you need for each individual you employ.

✔ Specialist Areas

Advice on some specialist areas is excluded from the HR and Employment Law Protection packages due to the time and complexity involved.

These areas include:

- Pensions Advice
- HMRC or other statutory/regulatory body investigations
- TUPE
- Restructuring and Collective Consultation
- Advice relating to individuals other than employees and workers
- Negotiation with Trade Unions, Directors and Shareholders

Should you require expert advice on any of the areas listed above, our team will discuss how they can help and agree on an additional fee.

Alternatively, we also offer a Platinum Business Package that includes all of the benefits of the Premium Employment Package, as well as some of the Add-ons and more.

Would you like to find out more?

To discuss anything you have read above, to arrange a purchase or simply to find out more about how we can support, advise and protect your business against HR and employment disputes, please contact our expert team for help:

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