

Spearing | Waite

S o l i c i t o r s

Human Resources Service



Your business is unique
and so are we

We are delighted to be able to provide you with details of Spearing Waite's Human Resources Service, which has received recognition from the Legal 500. The Legal 500 is a directory for law firms and specialist lawyers. It is endorsed by the Commerce and Industry Group and recognised by the Law Society.

You will notice that this is not directly comparable to some of the services offered by other organisations. We do like to think that we can spend time getting to know our clients and thereby offer a more bespoke service.

Amanda Badley and her colleagues offer a Human Resources Service (the "Service") to companies, which may or may not have their own human resources department, but which require advice from legally qualified human resource and employment law specialists.

Our Employment Department advises exclusively on employment law issues. These range from drafting contracts of employment, policies and documentation to advising and representing clients at Employment Tribunal hearings. Our expertise covers matters from unfair dismissal to discrimination claims.

It is our goal to offer to clients a tailor made package which reflects their business and is geared to their requirements. In order to achieve this and to ensure that clients are confident about how to tackle employment issues, we specifically do not provide clients with numerous binders, containing reams of advisory leaflets. We advise on an individual basis and in response to particular queries. Unlike other firms who offer human resources services, we do not charge an upfront fee for contract and policies health check. These are included within the Service.

We foster close connections with a Health and Safety Consultant. It is our policy to refer all Health and Safety matters to this consultant.

We offer four levels of service; bronze, silver, gold and platinum. Each level has a minimum cost payable monthly. However, this cost will change depending on the number of staff on a company's payroll, and any pre-existing employment disputes.

BRONZE PACKAGE

This is our basic level package, and offers the following elements:

1. Contract review and/or drafting

We will review and draft, as appropriate, employee contracts to ensure clear and unambiguous particulars of employment are in place.

2. Employee handbook review and/or drafting

We will review and draft as appropriate an Employee Handbook providing you with a relevant set of rules and procedures specifically tailored to your business.

3. Employment telephone advice line and email service

We will provide an office hours telephone advice service that will allow you to make informed decisions on employment issues. The telephone will be answered by Amanda or a colleague. If, for any reason, neither are available, a message will be taken and your call will be returned. Likewise, a similar service will be provided by email. This ensures that your call or query will always be dealt with efficiently.

4. In House Training

Once the contracts and handbook have been approved and agreed, and have been received by all the employees, we can thereafter run short seminars for line managers to ensure that the policies are properly operated.

5. Disciplinary

In order that objectivity can be maintained, we are willing to hold a limited number of disciplinary, grievance or appeal hearings on your behalf, should they be necessary. This is limited to three per year.

6. Drafting

We can provide to you, on an "as required" basis, draft documentation for employment related matters.

7. Updates

When legislation or regulations are introduced or amended, we will automatically update your documentation accordingly.

- This level of package specifically does not cover advice in respect of the following matters:
- Enforceability of restrictive covenants in the High Court.
- Collective redundancies, i.e. redundancies of 20 employees or more in a period of 90 days
- TUPE related matters.
- Employment Tribunal awards or Tribunal representation.

SILVER PACKAGE

This includes all that is offered in the Bronze package, with the addition of the following:

1. Disciplinarys

This service is extended to include six meetings per year and may also be used to conduct exit and absence interviews.

2. Employment Tribunal Claims

Where an employee has filed a claim against the company, providing you have taken and followed our initial advice, we are able to conduct, on your behalf a one day Tribunal hearing.

This level of package specifically does not cover advice in respect of the following matters:

- Enforceability of restrictive covenants in the High Court.
- Collective redundancies, i.e. redundancies of 20 employees or more in a period of 90 days.
- TUPE related matters.
- Employment Tribunal awards or representation by counsel.

- The enforceability of restrictive covenants in the High Court.
- Employment Tribunal awards or representation by counsel.

We hope that one of the above packages will satisfy your human resources requirements. Of course, our aim is to tailor the service to your requirements, and as such, different or further employment services are available by negotiation.

Please note that the Service does not include Health and Safety advice, and this would be charged for separately by the Health and Safety adviser.

We hope the above is helpful. However, should you require any further assistance, please do not hesitate to contact the employment team.

GOLD PACKAGE

This includes all that is offered in the Silver package, with the addition of the following:

1. In house training

We offer an extended range of in house training courses designed for your line managers, in consultation with you to suit your needs.

2. Employment Tribunal Claims

This service is extended to include two one day Tribunal claims per year.

This level of package specifically does not cover advice in respect of the following matters:

- Enforceability of restrictive covenants in the High Court.
- TUPE related matters.
- Employment Tribunal awards or representation by counsel.

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