

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 a barrister.

Platinum Package

This represents the most comprehensive human resources service which we offer. It includes all that is available in the Gold package, but is extended to include the drafting of directors' service agreements and any TUPE related matters. We also offer a 24 hour helpline for clients taking advantage of our Platinum package.

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

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

Insurance Service

Our Insurance Service provides all of the day to day support available from the HR Service's Bronze Package, but with the added comfort of Employment Practices Liability Insurance. This ensures full cover for a range of employment claims which may be brought against employers.

Subject to taking our advice at all stages of a dispute, any damages and legal costs would be covered in the event that a claim arises.

The insurance cover is provided by a leading Insurance Company. Further details are available upon request.

Whether you wish to manage your employment law risks or insure against them, we are sure that one of the above packages will satisfy your needs. Of course, our aim is to meet all your requirements, and as such, different or further employment services are available by negotiation.

Should you require any further assistance, please do not hesitate to contact us.

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Employment Law Services

**Your business is
unique and so are
we**



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We are delighted to provide you with details of the employment law services which Spearing Waite LLP offer to its clients.

Human Resources Service

Our Human Resources Service ("HR Service"), has received recognition from the Legal 500. The Legal 500 is a directory of law firms and specialist lawyers. It is endorsed by the Commerce and Industry Group and recognised by the Law Society.

The Spearing Waite LLP Employment Department offer its HR Service to a variety of companies and organisations, which may or may not have their own human resources department, but which require advice and assistance 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 on day to day HR Management and representing clients at Employment Tribunal hearings. Our expertise covers the whole range of employment disputes.

The HR Service is not directly comparable to some of those offered by other organisations. We spend time getting to know our clients and thereby offer a bespoke service, which is geared to their specific requirements. In order to achieve this and to ensure that clients are confident about how to tackle employment issues, we deliberately do not provide clients with voluminous binders, containing reams of advisory leaflets. We advise on an individual basis and in response to particular queries.

Unlike other firms who offer such services, we do not charge an upfront fee for contract and policies health checks. These are included within the HR Service. We do not insist on binding clients into contracts with long notice periods. We work on the basis that if we provide an excellent service and value for money, our clients will stay with us. Certainly, our track record supports this.

We foster close connections with a number of Health

and Safety Consultants and it is our policy to refer all Health and Safety matters to these consultants.

The HR Service provides four levels of cover; bronze, silver, gold and platinum, each with a minimum cost payable monthly. However, costs may vary 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 a member of the Employment Team. If, for any reason, one of the Team is not immediately 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 understood and operated.

5. Drafting

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

6. 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. 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.