

DEPARTMENTS

Accident & Injury
Agricultural Law
Arbitration
Business & Commercial
Civil Litigation
Commercial Property
Criminal Matters
Disputes
Employment
Family Matters
Family Mediation
Fraud
Haulage
House Sale & Purchase
Regulatory
Trusts
Wills & Probate

Refreshingly approachable

MAKING YOUR BUSINESS OUR BUSINESS WOODFINES EMPLOYMENT SOLICITORS

OUR FIXED PRICE EMPLOYER SUPPORT SERVICE

WHAT IS IT ABOUT?

It is about taking the headache out of your human resources problems, enabling you to concentrate on growing your business. The best way to avoid successful claims in today's employment climate is by being proactive, making sure from the start that the right policies and procedures are in place and that your managers know exactly what steps to take in order to meet the standard the law requires.

Recent years have seen a huge increase in the volume of legislation affecting employers and this trend is set to continue. Today just about every step you take as an employer is open to challenge. Mistakes cost money, reputation and management time. We have put together the Woodfines Employer Support Service to help you avoid costly mistakes.

At Woodfines, the Employment Department is made up of experienced, qualified solicitors, expert in all the legal issues affecting the day-to-day running of your business and on hand to provide the support you need.

With a leading regional presence, we pride ourselves in our understanding of the local and regional issues affecting all our clients and on the personal nature and continuity of our services. Being local makes us genuinely accessible, allowing meetings and site visits whenever the need arises.

WHAT OUR CLIENTS SAY

"The Connolly Group is proud of its record in employee relations. Woodfines' proactive and commercial approach has been of invaluable assistance to us"

Kate Watts (*The Connolly Group*)

"The HR legal support provided by the Woodfines Employer Support Service to my company has proved itself to be the best investment we have made to date. Prompt and reliable direction at your finger tips. An excellent solution for a growing business."

Charles Orlebar (*Charles Orlebar Estate Agents*)

"For the past two years, we have used the retainer service as supplied by Woodfines. Now Danfoss Randall Ltd has, at the end of a phone line, practical and proactive legal advice that we can be totally confident of. This service allows us to concentrate on what we do best, and enables Woodfines to advise us on what they know best"

Mark Boden (*Finance Director: Danfoss Randall Ltd*)

FIXED FEE SERVICE - WHAT WE PROVIDE

The Woodfines Employer Support Service provides the following services in return for a fixed annual retainer:

- A review of your existing contracts and procedures to bring them into line with current law
- Advice on your employment problems delivered by qualified solicitors, by telephone, by email, in writing, or in a face-to-face meeting. Within the cost of the Service, we will prepare draft letters and brief you on the best way to conduct disciplinary and other meetings to avoid falling foul of the legal pitfalls that leave your decisions open to costly challenge

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Refreshingly approachable

- An annual check of your contracts and procedures to take account of changes in the law
- A quarterly bulletin to bring you up to date with changes affecting your business
- Within the cost of the Service, we will include the first 10 hours of preparatory work in the first employment claim issued by or against you in any one retainer year. Any further work on the claim will be separately charged at a discounted hourly rate.

In addition, from time to time, we hold training seminars and practical workshops. We would also be happy to visit you and talk directly to your line managers about relevant changes and how they will impact upon the day-to-day management of staff.

WHAT IT WILL COST

Charges take the form of a fixed annual retainer based upon the particular requirements of your business. Fees are reviewed annually and are payable quarterly in advance. VAT is payable on all fees.

ADDITIONAL SUPPORT

There are some areas of practice that are not covered by our fixed annual retainer. When these arise, we will be able to provide you with the specialist advice you require at a discounted rate. These include:

- Immigration
- Employee pension, benefit or retirement schemes and employee packages involving the grant of shares or share options
- Tax, national insurance and social security benefits
- The drafting of bespoke commercial agreements relating to employment, in particular commercial agreements relating to business or asset transfers and outsourcing
- The management of collective redundancies involving the dismissal of more than 5 employees within a 30 day period
- Implementing collective consultation under TUPE
- The drafting of directors service agreements
- The removal of directors.

We do our best to adopt a flexible approach when agreeing the scope of the retainer service in each case and we would be pleased to discuss with you the possibility of adding additional services, subject to agreement on the annual retainer fee.

If you would like to consider employment protection insurance as an optional “add-on” to the retainer service, we can put you in touch with a specialist insurance provider who can explain their services to you.

Contacts

If you require any further advice or assistance please contact:

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Woodfines
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