

# THE EMPLOYERS LAWYER

FIXED FEE ANNUAL RETAINER PACKAGE



# beeston shenton

SOLICITORS





beeston shenton  
SOLICITORS

## **The Employers Lawyer**

### **Fixed Fee Annual Retainer Service**

#### **About The Employers Lawyer**

The Employers Lawyer forms part of Beeston Shenton Solicitors and acts for a client base of SME businesses in Staffordshire and Cheshire from four offices located in Newcastle-under-Lyme, Crewe, Sandbach and Hale.

Our aim is to provide clients with the highest standards of employment law advice whilst remaining cost effective.

#### **Service Overview**

The fixed fee annual retainer service is an advisory employment law service co-ordinated by our experienced lead solicitor, Gaynor Beckett.

Your business will receive clear practical and commercial employment law and HR advice. The advice is generally given by telephone and email with the option of face to face meetings when required.

We have industry specialisms so we can tailor our service to the needs of your business. Whether you need basic guidance on employment policies, advice on HR strategy or you are more concerned about specific employment law problems our team will help and support your business to ensure you meet the employment law challenges facing your organisation.

We know that some enquires can be dealt with relatively swiftly whilst others are far more complex. That is why both parties need to balance their risk when offering a retainer programme. You, the customer do not want to pay too much for a service you might not need. We, the supplier, do not want to undercharge for what might prove to be many hours of complex work. Quite simply neither party knows what employment law challenges each new business week will bring.

To alleviate this uncertainty you can choose between a capped or an unlimited retainer. We have based our retainer fee options on your employee headcount and our experience of running retainer programmes for SME businesses.

#### **Client Benefits**

Choosing to work with The Employers Lawyer means you and your managers have direct access to our team of highly qualified and very experienced employment law solicitors without worrying about the cost to your business.

Our approach is commercial and pragmatic, we aim you to find speedy solutions. We have experience in advising on a full range of employment issues including misconduct matters, sickness absence, discrimination, whistle-blowing, unfair, constructive and wrongful dismissal, redundancies, ACAS Early Conciliation and employment tribunal representation.

The service is operational from 8am to 6pm however we also recognise that some businesses work around the clock so we also provide an out of hours emergency contact service.

## Terms and Conditions

If you choose to use The Employers Lawyer, you will be provided with terms of engagement relating to the retainer arrangement. You will note in particular that a retainer is terminable on 6 month's notice and there is no tie-in period.

## Lead Solicitor

A brief biography of our lead employment law solicitor is set out below:

*Gaynor was admitted as a solicitor in September 2002, and specialises in both contentious and non-contentious, claimant and respondent employment law work. Having experience on both sides of table provides a commercial and practice advantage.*

*Gaynor has worked in the Employment Team for West Yorkshires' largest employer, Leeds City Council, and was engaged as an employment solicitor by the UK's largest teaching union, the National Union of Teachers (NUT). In 2012 she set up 'The Employees Lawyer Limited' offering affordable legal advice to employees and start up SME businesses in West Yorkshire before relocating across the Pennines to join forces with Beeston Shenton earlier this year.*

*Gaynor is a sensible, no nonsense, straight talking yet personable solicitor, she has a fantastic ability and willingness to go all out and fight her clients' corner. Clients' who instruct Gaynor often say, "She is a safe pair of hands and they are comforted by her advice and guidance".*

Gaynor Beckett who can be contacted on office number **01782 662424** or mobile **07715672698**  
Email to [gaynor.beckett@beestonshenton.co.uk](mailto:gaynor.beckett@beestonshenton.co.uk).





beeston shenton  
SOLICITORS

## **The Employers Lawyer**

### **Fixed Fee Annual Retainer Service**

#### **Overview**

The fixed fee annual retainer service is a tailored advisory employment law service co-ordinated by our experienced lead employment law solicitor.

- Clear practical employment law advice which can be readily understood and acted upon by clients, thus reducing management time and costs of dealing with the issue.
- Advice is generally given by telephone or email.
- The costs of the service is fixed and is dependent on the number of employees you engage (VAT not included in costs).
- Payment can be made by monthly direct debit.
- The contract period is for a minimum of 12 months with a service level review at 6 months.

#### **Option 1 – Capped Retainer < 10 employees**

**£100pcm or discounted £1,000pa**

The micro SME capped retainer includes:

- 10 telephone or email enquires per month. These may be simple or complex and we will always confirm our advice by email for your record and peace of mind.
- Guiding your business through one individual employee procedure per month. This may be a grievance, a performance improvement plan, a capability or misconduct warning or a dismissal. We will advise you on strategy for dealing with the issue and draft all the correspondence on your behalf.
- Face to face meetings when required will be charged at the discounted fixed full and half day rates
  - Full Day £600
  - Half Day £300
  - Travel time charged @ £0.45p per mile.
- Contracts and HR Policies Review – We will review your contracts of employment and staff handbook to ensure these are compliant with current employment law legislation, and appropriate to suit the needs of your business. We will make recommendations, then if you wish us to go ahead and effect any of the recommendations we make, we will charge the fixed fee as set down in our Employment Law for Business and HR, Non Contentious Fixed Fee Menu.

## **Option 2 – Capped Retainer < 30 employees**

**£150pcm or discounted £1,500pa**

The true SME capped retainer includes:

- 10 telephone or email enquires per month. These may be simple or complex and we will always confirm our advice by email for your record and peace of mind.
- Guiding your business through one individual employee procedure per month. This may be a grievance, a performance improvement plan, a capability or misconduct warning or a dismissal. We will advise you on strategy for dealing with the issue and draft all the correspondence on your behalf.
- Face to face meetings when required will be charged at the discounted fixed full and half day rates
  - Full Day £600
  - Half Day £300
  - Travel time charged @ £0.45p per mile.
- Contracts and HR Policies Review – We will review your contracts of employment and staff handbook to ensure these are compliant with current employment law legislation, and appropriate to suit the needs of your business. We will make recommendations, then if you wish us to go ahead and effect any of the recommendations we make, we will charge the fixed fee as set down in our Employment Law for Business and HR, Non Contentious Fixed Fee Menu.

## **Option 3 – Unlimited Employment Law Advice**

**£250pcm or discounted £2,500pa**

The unlimited retainer includes:

- Unlimited telephone or email enquires per month. These may be simple or complex and we will always confirm our advice by email for your record and peace of mind.
- Guiding your business through one individual employee procedure per month. This may be a grievance, a performance improvement plan, a capability or misconduct warning or a dismissal. We will advise you on strategy for dealing with the issue and draft all the correspondence on your behalf.
- Face to face meetings when required no additional cost.
- Contracts and HR Policies Review – We will review your contracts of employment and staff handbook to ensure these are compliant with current employment law legislation, and appropriate to suit the needs of your business. We will make recommendations then redraft or amend all employment contracts and associated literature to best meet your precise needs.
- Documentation drafting and vetting – we draft or vet employment documentation including:
  - Disciplinary letters
  - Grievance letters
  - Settlement agreements
  - Letters of dismissal

## **Ad hoc Services**

For clients who prefer to engage our services on an ad hoc basis, we offer competitive hourly rates and accept instructions to provide advice, assistance and representation across the full spectrum of contentious and non contentious employment law matters.

## **Seminars and Training**

We have considerable experience in designing and delivering bespoke training courses for organisations on all aspects of employment law. Training can be delivered on site or at our offices.

We provide interactive and enjoyable training, free from legal jargon. Our sessions focus not just on explaining the law, but also on giving delegates the skills and knowledge required to implement rules, policies and procedures.

All training sessions are available at a pre-agreed fixed price and quotations are available on request.

## **Projects**

From business restructuring and redundancy consultations to trade union recognition negotiations, we can carry out any employment law project either on or onsite.

As well as providing legal advice and practical support, we assist clients with the management and co-ordination of projects in accordance with their requirements.

Project work can normally be carried out for a fixed price, agreed in advance and quotations are available on request.

## **Employment Tribunals**

Although Employment Tribunal representation is not included in the retainer you choose, our retained clients can expect to have a significantly reduce the risk of becoming involved in Employment Tribunal litigation. However, with the advent of 'no win no fee' litigation and the growth of the compensation culture in the UK, many good and reputable employers still find themselves facing employment tribunal claims from time-to-time.

Our legal team has extensive experience of representing clients in the Employment Tribunal throughout the UK. Our representation services are available for competitive hourly rates or on a fixed-fee basis, depending on the nature of the litigation, and are available to both ad hoc and retained clients.

Our retained clients benefit from discounted hourly rates in respect of Employment Tribunal representation, should they choose to instruct us to represent their interests. Alternatively, subject to a merit assessment from our lead solicitor Gaynor Beckett our before the event insurance provider Albion Legal can provide access to a choice of insurance arrangements at affordable annual premiums designed to meet the cost of defending Employment Tribunal claims. We can arrange a quote upon request.

# **The Employers Lawyer**

## **Fixed Fee Annual Retainer Service**

● **NEWCASTLE-UNDER-LYME** ●

64 King Street, Newcastle-under-Lyme, Staffordshire, ST5 1JB

Tel: 01782 662424

● **SANDBACH** ●

Lea House, No.5 Middlewich Road, Sandbach, Cheshire, CW11 1XR

Tel: 01270 750057

● **CREWE** ●

Unit 14, Mallard Court, Mallard Way, Crewe, Cheshire, CW1 6ZQ

Tel: 01270 750057

● **KNUTSFORD** ●

Booths Park, Chelford Road, Knutsford, Cheshire, WA16 6DD

Tel: 01565 754444

● **HALE** ●

190A Ashley Road, Hale, Altrincham, Cheshire, WA15 9SF

Tel: 01782 662424

Email for all offices:

[gaynor.beckett@beestonshenton.co.uk](mailto:gaynor.beckett@beestonshenton.co.uk)



*Because life happens...*

Beeston Shenton Registered Office: 64 King Street, Newcastle-under-Lyme, Staffordshire, ST5 1JB.

Company Reg No: 5409080 VAT Reg No: 846872579

Authorised and Regulated by the Solicitors Regulation Authority. SRA number 420578