

# Services provided by the Employment team



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Claire and Joanna both qualified as solicitors over 10 years ago, each having many years' experience specialising in employment law. Contact Claire or Joanna at [employmentlaw@pricebailey.co.uk](mailto:employmentlaw@pricebailey.co.uk)

## The type of work we typically provide for employers includes:

### Drafting tailored documentation

- ✓ *Contracts of employment (including fixed term employees and casual workers)*
- ✓ *Director service agreements*
- ✓ *Staff handbooks (HR policies and procedures)*
- ✓ *Drafting letters varying the terms of employment contracts*
- ✓ *Consultancy Agreements*
- ✓ *Secondment Agreements*
- ✓ *Settlement Agreements*

### Redundancy support hub

- ✓ *Our Redundancy support package guides you through the process and provides you with the tools and templates you need to avoid making mistakes. Our package includes a step by step guide, guidance videos, letters and scripts and a 30 minute 1:1 consultation.*

### Assistance with Employment tribunals

- ✓ *We will work with you through the ACAS early conciliation process, prepare responses to claims and support through the tribunal process, preparing documentation for every stage.*

### Advice and assistance through HR processes including:

- ✓ *Disciplinary and grievances*
- ✓ *Performance management*
- ✓ *Sickness absence*
- ✓ *Flexible working requests*
- ✓ *Restructuring and redundancy*
- ✓ *Mergers and acquisitions including TUPE*
- ✓ *Terminating employment including assisting with exit discussions resulting in a Settlement Agreement.*

### HR Training for owners and managers, for example:

- ✓ *How to deal with difficult conversations*
- ✓ *How to deal with disciplinary and grievances processes*
- ✓ *How to performance manage*
- ✓ *Training is tailored to your needs*

## How we work:

We can provide as much or as little support as you require. Some clients come to us with a discrete task that they require assistance with and where possible we offer a fixed fee.

Others like to have the ability to contact us as and when needed (without having to open a new file each time). For clients who require ongoing advice, we offer a retainer service. This means that you can purchase a set number of hours of time to be used over a 12-month period. Typically, this ranges from 3, 5 or 10 days and the overall price represents a reduced hourly rate. You have the option of paying in 12 monthly instalments, which works out at roughly £330 plus VAT per month if you purchase 3 days of our time, and you have easy access to solicitors whenever needed.



Our level of involvement depends on your requirements and varies from telephone and email advice, to advising on every stage of the process, which often includes preparing letters and scripts for meetings.

If you would like to discuss with us in more detail the services that we offer please contact one of us. We would welcome the opportunity to have conversations with you if you have employment needs, to see how we can work with you.

Contact Claire or Joanna at [employmentlaw@pricebailey.co.uk](mailto:employmentlaw@pricebailey.co.uk)

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