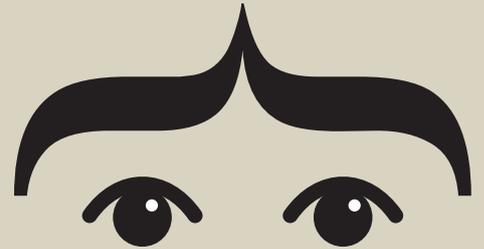


# Employment Law and HR Advice & Support



**murrell.**  
**associates**

Corporate &  
Commercial Solicitors

# Employment Law and HR Advice & Support



**We recognise that most business people are not employment law and HR experts. However, a growing business needs a stable workforce to help it to thrive. To help you achieve this, we provide specialist legal and HR advice across a range of support levels to suit varying business needs and budgets.**

Our team offers a bespoke, personal, service in all elements of employment law, from contracts of employment and day-to-day HR support, to negotiating exits, settlement agreements and employment tribunal claims representation.

Our focus is on getting to know your business so that we can provide you with tactical support and guidance to help you incentivise, structure and manage your workforce in a way that will maximise productivity and support your business objectives; ensuring that you have dedicated legal support as and when you need it.

# Pricing options to suit you

We offer a range of products and services to suit different business needs and budgets. From one-off documents such as an employment contract template and pay-as-you-go advice, through to subscription packages providing on-tap legal advice to meet your business requirements.



## **Product Pricing**

Individual document templates from £100

Document template packages from £300

## **Service Pricing**

**Hourly rate** – If you simply wish to pay-as-you-go for any of our services, we offer a standard hourly rate option. Details of our hourly rates can be found on our website. You will be billed for the advice provided on a monthly basis.

**Pre-paid time bundles** – This option works by you pre-paying for a 10 hour block of consultation time to be used whenever and however you wish (for example, for quarterly HR project meetings at your premises, telephone or video conference consultations, drafting assistance or any combinations of the services

outlined in this brochure). Because you are pre-paying for time, we can offer a reduction on our usual hourly rates.

**Annual subscription** – our HR Engage option provides unlimited employment law advice, on-site assistance and training if required via a monthly subscription. Differing levels of subscription are available depending on your business needs.

**Optional insurance cover** – We offer optional insurance with our subscription package which will indemnify your legal costs, and any compensation payable, in the event that an employment tribunal claim is presented against your business.

# Individual Document Templates



**We supply a range of individual document templates which can be tailored to your business's requirements for your HR department to use as and when the need arises.**

The documents listed below can be included as part of packaged service as well as being available individually.

- Employment & worker contracts
- Director service agreements
- Policies & procedures
- Comprehensive staff handbook
- Template letters and HR forms
- Working time opt-out agreements
- Privacy notices

# Document Packages

If your business requires a range of document templates, we offer a number of different packages to suit various business requirements.



**Document packages are a more cost-effective option if you require more than a couple of templates. However, individual documents are also available if you prefer just to pick and choose according to specific business needs.**

## Employment Law Compliance Documents

### Essential

Bespoke basic template contract **PLUS** basic required policies applicable to your working arrangements.

### Standard

Bespoke template contracts of employment for different categories of staff **PLUS** a staff handbook tailored to your business needs.

### Premium

Bespoke template contracts of employment for different categories of staff and director service agreements **PLUS** a comprehensive staff handbook, HR forms and template documents.

# Services

We can help you with any aspect of employment law or HR support, either on an hourly rate basis, via pre-paid time bundles or through our HR Engage Package option.



Examples of the services we offer are listed below with further information available on our website.

- Termination of employment and negotiating exits
- Workplace disputes and performance management
- Business restructuring and TUPE
- Sickness management
- Employment tribunal representation
- Bespoke settlement agreements
- Post termination restrictions
- Breach of contract advice – notice periods, restraint of trade, confidentiality etc.
- Data protection/GDPR advice
- Employee relations
- Management training

# HR Engage Package

For a regular monthly subscription fee we act as your retained employment law and HR support service. Legal support will always be available and differentiates us from HR consultants acting without legal support.



*Employment Law And HR advice & Support*

**We offer a range of different subscription levels depending on the services you require. Services which are covered by our bespoke HR Engage package include:**

- Review of contracts and handbook with drafting of recommended updates
- Dedicated telephone legal support helpline
- Drafting assistance with HR letters and documents
- Correspondence and key document checking service
- Assistance with HR processes e.g. disciplinary, grievance, performance management and decision making
- Assistance with family leave requests and discrimination issues
- Advice on termination and exit arrangements
- Site-based sessions to consult and advise on HR projects or miscellaneous matters at your request
- Insurance cover
- On-site training and assistance

We offer no obligation initial consultations and would be delighted to hear from you.

**Melanie Rowe** | Senior Associate

E: [melanie.rowe@murrellassociates.co.uk](mailto:melanie.rowe@murrellassociates.co.uk)

T: +44 (0)1872 226990 | M: +44 (0)7854 029922

**Murrell Associates LLP**

14 High Cross, Truro, Cornwall TR1 2AJ

**[www.murrellassociates.co.uk](http://www.murrellassociates.co.uk)**

