

Hay & Kilner

**EMPLOYMENT LAW
& HR SOLUTIONS**

Our range of fixed-fee employment and HR packages

Employment issues are notoriously sensitive and are by their very nature urgent. Keeping on top of everything you need to know to avoid costly and time-consuming claims is imperative.

That's why our employment team have devised a suite of products that give you easy access to expert advice when you need it as well as the right documents and training to keep you and your business on the right side of the law.

Of course, we still offer a traditional 'pay as you go' service should our suite of products not suit your needs. We can also seek to agree fixed fees for most types of work including the defence of tribunal claims.

HR Key

HR key is designed to provide your business with instant and pragmatic advice – managing your employment law risks for a fixed monthly fee.

Advice you can *trust*

Our employment team are all experienced solicitors trusted to advise on all aspects of employment law. They will get to know your business needs in order to provide the best possible solutions no matter how simple or complex they may be - there are options for all.

An *everyday* righthand

From unlimited telephone advice to readily available HR documents, you can be rest assured that you have everything you need should any issues arise. By having a dedicated solicitor to handle your queries, we hope to work with you to build a long-lasting partnership.

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A *focus* on what matters

Once you have HR Key in place you can be confident that your business is compliant, and our annual audit guarantees that you're never caught out! With these processes in place, you can focus on other aspects of your business.



Unlimited telephone advice



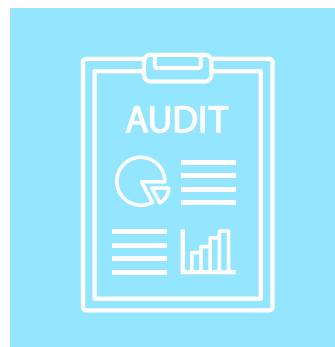
Insurance protection (optional)



Over 100 online documents



Free seminars & webinars



Annual audits

If you need further *support*

We also offer a HR Key Plus package, also at a fixed cost, which provides an agreed amount of drafting work, meetings, and training sessions per annum.

HR Showcase

HR Showcase is our dedicated fixed-fee training service available to all sizes and types of employers. The service has been designed by our employment team to provide practical guidance for making stronger decisions and reduce risk.

Tailored to your needs

Our service is developed within your parameters in terms of your goals, budgets and time constraints. We will tailor each session to meet your requirements whilst remaining interesting, appropriate and practical by using a range of training styles including presentations, quizzes and case studies.

Some of our popular sessions include:

- Dealing with disciplinary procedures
- Managing grievance issues
- Equal opportunities
- Performance management
- Sickness absence management
- Tribunal Workshops
- Mental health awareness

"The performance management workshop was informative and suitable for managers at all levels. The interactive use of role play kept everyone engaged and all of the feedback was positive. The training involved the preparation of a performance management policy and procedure, which has now been introduced."

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HR Secure

Whether you have just hired a key employee, or are wary of aggressive competitors, ensuring your employment contracts have clear, up to date and legally compliant business protection clauses is key to safeguarding your business and protecting your workforce.



How can we help?

Many issues arise with departing employees due to a lack of clarity and precision in employment contracts, or due to a lack of the necessary protection altogether. Litigation with ex- employees or competitors can be extremely costly and time consuming; hence our ethos 'prevention is better than cure'!

For a fixed fee of £750 (+VAT) we will conduct an in-depth review of your existing clauses or provide fresh, up to date wording, tailored specifically to your business needs including confidentiality provisions and restrictive covenants.

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HR Solutions

Whether you are just starting out or in need of an update, ensuring you have clear, legally compliant documentation in place is key to a smooth HR function, and to avoiding costly, time-consuming disputes.

How can we help?

Starting at just £500 (+VAT) we offer a range of fixed fee packages to suit your requirements. From a bank of compliant HR documents to a virtual consultation with an employment law expert, we can efficiently meet your business needs and provide the support you need to effectively manage your staff straightaway.

	HR STARTER £500+ VAT	HR ASSIST £750+ VAT	HR EXPERT £1,000+ VAT
ACCESS TO A BANK OF EDITABLE HR DOCUMENTS		✓	✓
STANDARD CONTRACT OF EMPLOYMENT	✓	✓	✓
BASIC STAFF HANDBOOK	✓	✓	✓
ENHANCED STAFF HANDBOOK			
OFFER LETTER	✓		✓
GUIDE TO ROLLING OUT NEW CONTRACTS			✓
HR VIRTUAL CONSULTATION ON ANY TOPIC		1 HOUR	2 HOURS
OPTION OF PAYMENT IN INSTALMENTS		X2	X3

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We can also assist with...

Settlement
agreements

TUPE
transfers

Business
immigration

Tribunal
claims

Restrictive
covenants

Redundancies &
Restructuring

Don't just take our word for it...

"A very friendly and trustworthy team who are a pleasure to deal with."

- Client via Chambers & Partners

"They are very approachable and able to explain themselves clearly to the audience."

-Legal 500

"The practice offers top of the range services at a cost effective price. They respond to queries in a timely manner and tailor their responses depending on the recipients so are easily understood."

- Legal 500

An absolutely exemplary team. They are understanding, direct, open, honest and give good advice. I'd recommend them to anyone in a heartbeat."

- Client via Chambers & Partner



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