



## Employment and HR Services



## At last... a flexible and affordable way to navigate complex employment law!

Discover our range of new subscription, Pay as you go and fixed price employment advice.

Jeremy Harvey, Head of Coodes' Employment and HR Team explains: "All businesses face the challenge of meeting fast-changing legislation. Through these new services, we are able to provide the region's businesses with a more affordable and flexible way of ensuring they comply with employment law. We focus not only on providing a service if things go wrong, but also on promoting good HR practice in an effort to avoid this. Our combined experience and local knowledge means we can help businesses make a connection between what the law says should happen and how this translates into everyday situations in the workplace."

### FREE initial consultation

One of our experienced employment solicitors will talk through your requirements, advise on the best course of action for your business and talk through the services that we offer.

### Retained and Subscription services

**HR Plus Protect** - for an agreed monthly payment, dependent on the number of your employees, you will have direct access to our employment team who will provide advice on key employment law and HR issues as well as carrying out any consequent action that needs taking. An initial review of your current employee documentation is included in the price. This service is backed by an insurance policy covering the cost of awards and legal costs should you have to defend a Tribunal claim. Please call for a quote.

**HR Plus Prevent** - this is an equivalent product to **HR Plus Protect**, but without the insurance cover. Please call for a quote.

**HR Small Business** - a monthly subscription service for smaller businesses (1-10 employees) to provide advice on a number of important employment law issues as and when they arise, giving you the peace of mind that you are complying with the latest employment law. We will also provide practical advice as to how to manage these HR issues in your own business to prevent any on-going problems. Cost: 1-5 employees £15 per month, 6-10 employees £20 per month. Subject to terms and conditions and a fair usage policy.

**HR Pay as you go** - for businesses of 1-10 employees for advice on a range of important employment law issues, giving you peace of mind, an instant response and practical advice. You pay as you use the service, priced at £25 per phone/Skype consultation, payable in advance. Subject to terms and conditions and a fair usage policy.



**Jeremy Harvey**  
Head of Employment

### Next steps

If you would like to talk to one of our experts call our team on **01579 347600**

Alternatively you can email [jeremy.harvey@coodes.co.uk](mailto:jeremy.harvey@coodes.co.uk)

## Key contacts



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**Philip Sayers**  
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We have offices in  
St.Austell, Truro, Liskeard,  
Launceston, Newquay,  
Penzance, St Ives and Holsworthy

## Fixed Price Services - Employment law made easy

**Document audit** - a comprehensive review of your key employee related documents and policies to check for legal compliance and good practice.

**Cost: £175 plus VAT** (included in the price for HR Plus and HR Prevent clients). A price will be given for implementation if there are any recommended changes or additional documents required.

**Recruiting an employee** - staying on the right side of the law – we will provide a draft contract that suits your business needs, advice as to how to complete it for individual employees, a statement of essential terms, draft job description and specification as well as guidance as to how to stay within the law when interviewing. We will guide you through the essentials of employment law providing the groundwork you require to get it right now and for the future.

**Cost: £350 plus VAT**

**Essential staff policies for growing businesses** - we will agree your requirements and provide you with policies that suit your business for induction and staff reviews, recruitment, health and safety, equality and diversity, sickness absence, holiday and time off arrangements, flexible working, social media and ICT use, disciplinary and grievance procedures.

**Cost: £350 plus VAT**

**Holiday pay** - we will analyse your current arrangements to ensure compliance with the new interpretation of how holiday pay should be calculated which now takes into account overtime, flexible working arrangements, commission and bonus payments, make recommendations as to changes in working patterns to reflect the new arrangements.

**Cost: £440 plus VAT**

**Employee exits** - advising you when staff leave, what are your obligations and rights in respect of restrictive covenants and confidential information, drafting letters to staff to inform them of their obligations.

**Cost: £275 plus VAT**

**Salary sacrifices** - drafting the necessary contract changes to facilitate salary sacrifices for employee benefits paid by the employer to take advantage of reduced National Insurance contributions. This includes standard documents and separate guidance for employers and staff as to how the scheme works and how it needs to be operated.

**Cost: £350 plus VAT**

**Temporary and casual staff** - we will ensure that you are compliant with the rights of temporary and casual staff, including the complex world of zero hours contracts, and that they meet the needs of your business. Includes a standard contract and guidance on how to operate the contract.

**Cost: £350 plus VAT**



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For more details visit [coodes.co.uk](http://coodes.co.uk)