



HR Plus

Fixed fee employment law and HR support service

HR PLUS

HR Plus is an employment law and HR support service designed to help businesses with their employment needs for a single fixed monthly fee.

As one of the leading employment teams in the North West, we have drawn on our significant expertise to put together a package that addresses the most common HR challenges facing SMEs.

We recognise that business owners are busy, often without in-house HR support. That's why we work in plain English, only use qualified advisors, and deliver practical advice rather than just the letter of the law.

Our fixed price HR Plus package is tailored to match the size of your business.

If you'd like to find out more about how our employment team can support your business, please contact us.

The employment team

Employment is a fast moving and complex area of law. The impact of regular new legislation and developing case law presents a real challenge for employers who want to spend their time focusing on growing their business and developing their people, but may find themselves grappling with HR issues and defending claims instead.

We specialise in providing timely, practical, accessible, and commercially astute advice and support to our clients on the full range of employment law and HR issues.

Clients say we:



“Their expertise and ability to quickly translate information into pragmatic solutions is second to none”

(Legal 500)

“A great all-round team of high-level thinkers with the ability to transfer that knowledge into actionable solutions”

(Chambers)

What is HR Plus?

A carefully crafted package of employment services designed to help SMEs manage their HR needs in a simple, responsive, and cost-effective way.

For a fixed cost each month (dependant on the size of your business) we will help with day-to-day employment issues, strategic planning and support to ensure you have all the tools you need to manage your business and your employees now and in the future.



Your subscription to the standard HR Plus scheme provides you with:

Advice Retainer:

Retained legally qualified lawyers to provide advice and support on day-to-day employment and HR issues. Unlike advice from unqualified advisers, our advice is subject to legal privilege and so is not disclosable to the employee.

Dedicated team:

Unlike call centre advice helplines you will have a dedicated team led by a client relationship Partner or Director. This will enable us to get to know you and your business to ensure that you receive effective and relevant advice.

HR strategy sessions:

Our HR strategy sessions take place at the start of our relationship and again every six or twelve months. The sessions are tailored to your requirements and normally include a PLOT analysis (People, Learning, Opportunities and Transformation) and development of a HR strategy that aligns with your company objectives. Subsequent sessions are used to monitor progress against targets or to review the strategy as necessary.

HR documentation:

Provision of a core bundle of HR documentation, including employment contract and handbook, induction checklist for managers on recruitment, induction form, equipment issued form, employee's contact details/next of kin form, annual leave request form and record sheet, bank details form and medical records form. The drafting of any bespoke employment documents will be on a fixed fee basis.

Contract review:

An annual review of your current principal contract of employment and staff handbook providing recommendations for necessary modifications.

HR Forum and events:

We will invite you to our HR Forum, HR Club, and other events we run throughout the year. These events are held in person and/or online.

Briefings and legal updates:

We will keep you up to date with the developments which affect your business by way of e-shots and a monthly newsletter.

Regular statistical reports and recommendations:

These reports can be used to give an overview of all current matters and status, types of queries being raised, identify potential patterns and areas for training. We will also include an analysis of the data and recommended next steps.



Additional Services

HR Plus is designed to meet your needs. In addition to the services set out above, at an additional cost, the following services can be provided:

Tribunal litigation retainer:

For a fixed fee we will manage any standard tribunal cases on your behalf during the retainer period. This will include taking your instructions, drafting and serving the defence and conducting the litigation on your behalf. It does not cover exceptional cases, disbursements such as counsel's fees or compensation or awards.

Online Portal:

We can offer you access to a secure dedicated online portal which offers a variety of facilities including access to legal briefings and updates on new legislation and case law, knowledge sharing, precedents, and research.

Cover for Tribunal fees and compensation:

We can provide access to insurance to cover the legal costs and compensation arising from Employment Tribunal claims. If insurance cover is not suitable for your business, we can provide you with a staged fixed fee arrangement for defending ET claims. With this arrangement you will pay a fixed fee when agreed stages of the ET process are completed.

On site HR support:

We can provide hands on, in person HR support for disciplinary and grievance investigations and hearings and other internal issues.

Data protection retainer:

We have a team of specialist lawyers on hand to deal with any data protection issues that may arise by way of a help line telephone or by email. We can help you with employment related data protection issues and answer your queries on data protection compliance, as well as advising you on your approach to subject access requests and to other data

subject rights. We can also provide advice on reporting and handling personal data breaches, as well as advice on and assistance with the drafting of data protection correspondence, including the approach to data protection complaints.

Business Immigration:

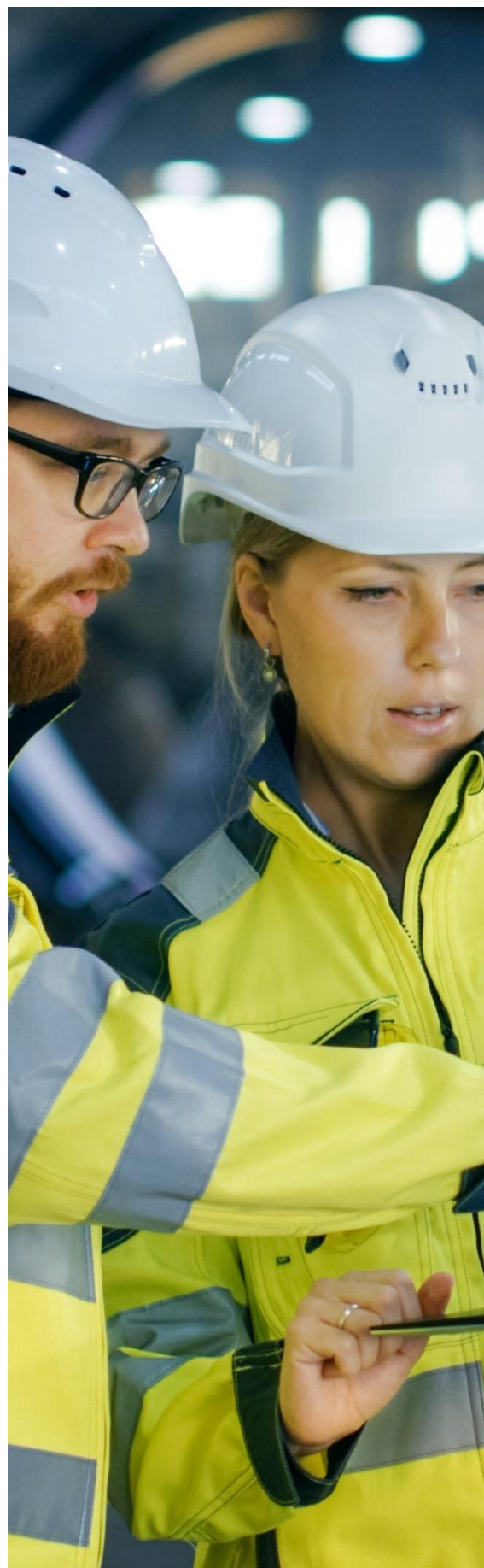
We can provide advice and training on a range of immigration issues including assistance with sponsor licence applications and renewals, advice and training on right to work checks, and support with Home Office enquiries or civil penalty notices in respect of illegal working. Some of these services can be conducted at a fixed fee for cost certainty.

Regulatory and Health and safety services:

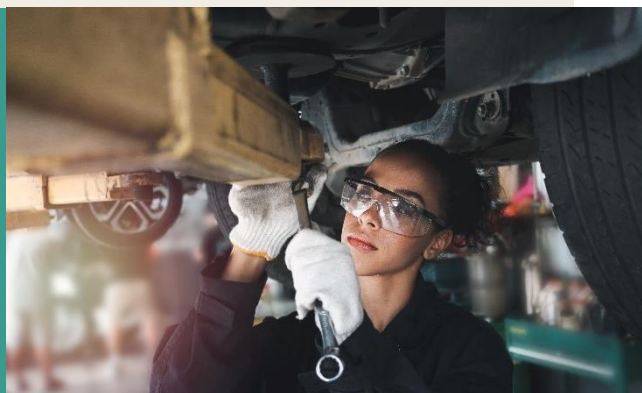
For a fixed fee which will depend on the size and scale of your operation we can provide a gap analysis of your health and safety documentation to identify potential areas of improvement. In addition, our specialist team of lawyers is available 24/7 to help you with immediate major incident management and any ad hoc health and safety or regulatory queries that may arise. The team can provide prosecution and compliance help and advice in connection with the full spectrum of regulatory issues, including health and safety, anti-bribery and corruption, trading standards, product safety, and general compliance issues.

Bespoke in-house training:

We offer a range of in-house training courses and workshops on topics such as equality and diversity, handling long-term absences and carrying out disciplinary and grievance hearings. Our courses can be tailored to meet your particular requirements and reflect your policies and procedures, and our sessions can be delivered in person or remotely.



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