

HR RETAINER

OUR EXPERTISE

Why choose BTMK as your HR Provider?

1

We have fully qualified solicitors leading our team that specialise in Employment and HR law. We have an excellent reputation in our region in this highly specialist area of work and we back up our HR knowledge with real expertise in this complex and regularly developing area.

2

We'll be able to serve all of your needs in-house. Very often, the key to giving straightforward HR advice is anticipating what a disgruntled employee may do next. If the matter becomes litigious, which we'll obviously try and avoid, you won't need to go elsewhere. All your needs can be met at BTMK.

3

Our legal qualifications mean that we're obliged to keep up to date with the law and procedure in this technical area of legal practice. This isn't just about being a legal-eagle, but knowing how Courts and tribunals are approaching different types of matters.

4

Our employment lawyers work as part of a bigger commercially focussed team of lawyers; our colleagues can deal with specialisms that may affect other parts of your business, whether that's a legal dispute or the buying or selling of part or whole of your business;

5

We know how to train! We're regularly asked to cascade our expertise in quickly developing areas of employment law and practice. What should your company's approach be to technological changes such as social media advancement? What is best practice when dealing with flexible working requests? We can advise you and provide training to small or large groups at a negotiable fee – giving your in-house teams the ability to have confidence in their decision making.

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Total no. of employees	Platinum	Gold	Silver
Up to 20	£529	£450	£350
21-30	£549	£450	£350
31-50	£599	£450	£350
51-100	£649	£450	–
101-150	£749	–	–
151+	£849	–	–
Onsite review meetings per annum	3	2	1
Hours of HR Support included per month	Unlimited	3	2

See the next page for inclusions and exclusions, all prices are per month and exclude VAT

Your
team

Kristie Willis

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Samantha Hyslop

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Fiona McAnaw

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01702 238541

Isobel Wooffitt

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01702 238566

24/7 HELPLINE 03300 585 222

Description	Included	Not included
Telephone and email advice	✓	
Issuing pre-existing contracts for new starters	✓	
All documentation relating to:		
• Grievance	✓	
• Disciplinary	✓	
• Sickness and absence	✓	
• Flexible Working	✓	
• Redundancy	✓	
Representation through ACAS early conciliation	✓	
Settlement Agreements	✓	
Quarterly newsletter	✓	
On site review meetings	✓	
Additional onsite attendance		✗
Employment Tribunal Proceedings		✗
Disbursements (for example GP report)		✗
TUPE Advice		✗
New employment contracts - prices below		✗
New Handbooks - prices below		✗

Subject to our HR Retainer Specific Terms and Conditions of Engagement.

New Employment contracts a preferential rate of £450 + VAT (normally £600).

New Handbooks at a preferential rate of £800 + VAT (normally £1000).

Additional Hours will be charged at the preferential rate of £190+ Vat per hour (normally £255).

ABOUT YOUR TEAM



Kristie Willis

Kristie joined BTMK as a paralegal in 2011, and qualified as a solicitor in 2014.

Kristie is an employment specialist undertaking both contentious and non-contentious employment work. She advises both employers and employees on all aspects of employment law, and works within the Litigation and Dispute Resolution team.

Kristie's specialities include: Employment Tribunal Claims, including discrimination, unfair dismissal and

TUPE. Contracts of Employment, Employee Handbooks, Directors Service Agreements, Human Resources, Business Transfers & TUPE, Settlement Agreements, Disciplinary & Grievance processes, Business Reorganisations & Redundancy.

Kristie has also written numerous articles for popular publications including HR Review, the HR Director, Personnel Today and Fresh Business Thinking. Kristie is a fluent French speaker, having spent a year of her degree studying Law at Université François-Rabelais, Tours.

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Fiona McAnaw

Fiona is a Director and joint head of the Litigation and Dispute Resolution Department. She qualified as a solicitor in 2002 and specialises in Litigation, Dispute Resolution and Employment law.

Fiona specialises in: Partnership and Shareholder Disputes; Business disputes; Breach of Restrictive Covenants and Confidentiality provisions; Injunctions; Breach of Contract; Business transfers and TUPE; Business Restructures; Director Service Agreements;

Discrimination; Employment tribunal or court proceedings; Mediation and other Alternative Dispute Resolution; Settlement Agreements Professional Negligence; Cohabitation Disputes; Debt Claims; Copyright and Intellectual Property Disputes.

She regularly writes articles for various magazines and publications and has featured in The Sun, the Financial Times, HR Inform Magazine, People Management Online and HR Review Magazine. She also writes for BTMK's in-house 4Business magazine in conjunction with other local professionals.

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Isobel Wooffitt

Isobel graduated from the University of Hertfordshire with a First Class LLB law degree in 2015. She began working for BTMK in June 2015 as a Paralegal.

Isobel completed her Legal

Practice Course at De Montfort University in June 2017. She passed with a distinction and received an award for stage 1 of the course.

Isobel is a Trainee Solicitor in the Litigation and Dispute Resolution department at BTMK Solicitors Limited. She specialises in employment and general litigation.

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Samantha Hyslop

Samantha previously worked as a Letting Agent. In 2017, she achieved a first class Law Degree at London Metropolitan University.

She undertook work experience with BTMK Marcus Baum from

October 2016 until May 2017. She began working at BTMK in June 2017 as a Paralegal and specialises in Employment and Civil Litigation.

Samantha is currently studying for her Legal Practice Course and Masters at BPP University.

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