

# HR RETAINER OUR EXPERTISE



BTMK are proud to launch  
our new **HR Retainer Service.**

# HR RETAINER

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## 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 by 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 cases.

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 will 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.

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+	POA	–	–
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...

### Makayla Phillips

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### Fiona McAnaw

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### Gabriella Shepherd

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# HR RETAINER

## OUR EXPERTISE

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.*

### Preferential Rates

- New Employment contracts at 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).

**24/7 HELPLINE 03300 585 222**

**BTMK**  
SOLICITORS