

Services Offered	Packages		
	Bronze	Silver	Gold
Initial HR health check by video call	✓	✓	✓
Regular meetings via telephone or video call			✓
Audit of existing contracts of employment	✓	✓	✓
Audit of Existing Staff Handbook	✓	✓	✓
Telephone and Email Help Line <i>*additional charges outside of the package</i>	First 1 hour query each month included*	First 2 hours query each month included*	First 4 hours query each month included*
Follow up with written advice		✓	✓
Access to a secure Portal to download documents	✓	✓	✓
Initial TUPE advice		✓	✓
Advising on drafting and negotiations on settlement agreement per retainer year		✓	✓
Drafting and advising up to 5 bespoke or precedent contracts for self-employed contractors, workers or volunteers			✓
Annual audit of existing Legal Handbook and Contract of Employment	✓	✓	✓

We recognise that not one size fits all and we will be happy to discuss your specific requirements with you to advise you on a retainer basis in order to help you reduce your costs and feel assured that you have access to a qualified employment lawyer or whether you require advice or contracts on a one off fee basis.