



Employment Law & HR

Service Proposal

Kings Hill Parish Council
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ew

elliswhittam

Brilliant Employment Law & HR Support

You will continue to receive the high quality professional advice from your dedicated adviser Calum Maclean who has good knowledge of Kings Hill Parish Council and the way you like to work.

They will continue to help with all aspects of Employment Law and related HR compliance including:

- ▶ Dismissals
- ▶ Restructuring and redundancies
- ▶ Disciplinary and grievance issues
- ▶ Strategic challenges
- ▶ Discrimination issues
- ▶ Sickness, absenteeism, maternity and paternity and time off work
- ▶ Lateness, laziness, capability and performance issues
- ▶ Hiring new employees
- ▶ Business purchase / sale and TUPE transfers
- ▶ Terms and conditions of employment

Practical hands-on help. Drafting your Employment Law and HR letters, documents and settlement agreements.

Robust Contracts of Employment and a practical and relevant Employee Handbook. Continue to make sure your essential documents are legally compliant, up-to-date and provide you with the certainty and flexibility you need to run your organisation.

Access to our online client file and Knowledge Hub. You and your team (if authorised by you) will have access to:

- ▶ Your own online client file – including your emails, notes and recordings of telephone calls with us, your Contracts of Employment, policies and procedures;
- ▶ A comprehensive Employment Law and HR resource and precedent bank; and
- ▶ A bank of Employment Law and HR-related webinars, presented by Ellis Whittam's expert advisers.

Absence management. You and your staff will be able to manage holiday planning and sickness needs efficiently using our new My EW HR Software. If you don't already have this click [here](#) to find out more.

Regular news and topic specific webinars / webcasts. We will help to upskill you and your managers and improve your internal capacity to manage effectively, ultimately saving time and costs.

Insurance against the risk of employment disputes. Our FCA-regulated legal expenses insurance (LEI) provides peace of mind and financial security. In the event of an insured employment claim, we will defend the claim and the insurance will pay Employment Tribunal compensation awarded against you or settlement monies. You will be covered for up to £1,000,000 in any one year and £150,000 per claim. LEI is provided subject to the insurer's standard terms of insurance cover. Please see our Fee Summary and Terms.

Our Fees

Please note the renewal fees quoted are per annum and assume that Kings Hill Parish Council has 14 employees. This proposal is for a Service Agreement commencing on 14.02.2021 for a period of 36 months.

We do not have any hidden auto renewal clauses

	3 Year Term
Employment Law & HR Fixed Fee Service, exclusive of VAT	£2,275.00
Legal Expenses Insurance (employment claims) (@ £11.10 per employee per annum), inclusive of Insurance Premium Tax	£155.40
Legal Expenses Insurance Administration fee, exclusive of VAT, only applicable if the Legal Expenses Insurance is taken.	£55.00

Our Terms

Our honest approach to doing business. Our fees are as set out in the Fees Summary. Fees increase annually in line with inflation, limited to a maximum of 2% per annum.

Please find a copy of our full FCA & Service Agreement Terms [here](#). The document explains EW's terms of business, the terms that apply in relation to legal expenses insurance and key features and suitability of insurance cover offered. It is an important document and should be read and understood by you because it will form part of the agreement between us. EW is authorised and regulated by the Financial Conduct Authority, registration number 310779. Our legal expenses insurance (including the payment of representation costs and compensation / settlement monies) is provided subject to the insurer's terms of insurance cover. You can access a full copy of our insurance terms [here](#) and you open up the document with the password: LEITerms11.