



Employment Law, HR and Health & Safety

Service Proposal

Kings Hill Parish Council
Victoria Collins
victoriacollins@elliswhittam.com
01244 687 631
25.01.2021

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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.

Brilliant Health & Safety Support

Ellis Whittam will continue to act as your legally-required Competent Person. One of our consultants will support you and visit your premises as per your agreement schedule. Don't forget we also have office based Health & Safety helpdesk to give you additional day-to-day telephone and email support with your health and safety challenges.

Visits. As per the proposed renewal we will visit your organisation and identify areas of risk and actions the visit schedule entitles you to a minimum of 6 visits over 3 years of the agreement period.

We will continue to help with all aspects of Health & Safety including:

An annual audit of your ongoing health and safety compliance

- Identify areas of risk and actions required;
- Review your Health & Safety Policy and Health & Safety Employee Handbook;
- Give you hands-on practical support in respect of key actions/challenges;
- Update your Health & Safety Journey Plan and objectives; and
- Work to certify your organisation as health and safety compliant.

Health & Safety Software. Access to our award-winning cloud-based Health & Safety Software, that will revolutionise your approach to risk and safety management. If you are not already on this click [here](#) for more information. This simple and secure way to manage compliance will allow you to confidently meet your legal requirements through a number of easy to use applications. You will be able to:

Regular news and topic specific webinars / webcasts. Helping to upskill you and your managers and improve your internal capacity to manage effectively, ultimately saving time and cost.

Insurance against the risk associated with regulatory enforcement. Our FCA-regulated legal expenses insurance (LEI) provides peace of mind and financial security. It covers the cost of:

- Legal representation, including in court, to defend you against prosecution;
- Appealing against the serving of an improvement or prohibition notice; and
- Fee for Intervention (FFI) charges imposed by the Health and Safety Executive and for initial representation.

If a case goes to court, we will support you with the highest-quality representation and present the strongest possible defence. Our standard cover is £150,000 per claim made with a total cap of £1million per annum. LEI is provided subject to the insurer's standard terms of insurance cover. Please see our Fee Summary and Terms.

Assured advice you can trust.

PRIMARY AUTHORITY

Our Health & Safety clients receive advice that has been assured by a local regulator acting as a Primary Authority (PA). This means that our processes, procedures and level of expertise have been reviewed, approved and signed off by Cheshire West and Chester Council to allow us to enter into a 'co-ordinated partnership'.

Our advice can be used with confidence across your business. Whether you operate from a single site or have premises that span multiple local authorities, a relationship with a PA ensures that other authorities wishing to inspect Ellis Whittam clients will be required to firstly engage with the PA before making contact with you.

We are the first Health & Safety Consultancy in the UK to be approved to provide assured advice, which is testament to our quality of service. All this offers significant benefits to our clients.

Providing you follow our advice, your business should:

- Be protected against the risk of enforcement, scrutiny or action from authorities that have different views on what you should be doing to achieve compliance;
- Benefit from a strengthened ongoing relationship with both regulators and future interactions with businesses throughout England, Wales and Scotland; and
- Be viewed as being 'in safe hands' when you join us – both within your business and from those looking in.

Some organisations choose to gain PA status themselves working with a local authority directly. This can be time-consuming and is usually only undertaken by large companies. As a client of Ellis Whittam, we've already done the hard work for you and you benefit in the same way.

Gain access to a single source of advice that you can immediately trust and implement across your whole business.

Brilliant Online Staff Health & Safety Training

Innovative e-Learning. Created to help you protect and improve the welfare and safety of your people.

Risk management and compliance. By requiring your staff to complete this training, you will help to protect their health, safety and wellbeing and help protect your organisation from prosecution.

An extensive library. With more than 100 RoSPA and CPD courses available, the course library is continually updated to meet your business needs. Relevant course additions include GDPR, Computer Security and Modern Slavery.

Complete control. Each member of staff will receive their own log-in details to complete the required modules. You can set your organisation's own pass mark for each of the courses and, at a glance, you can see which members of staff have completed the training and who has failed and needs to re-sit.

Certificates to confirm completion for your records. When employees have passed a module, they will receive a certificate for their files and your records. This is an excellent, cost-effective way of you demonstrating to your staff that you take their development and wellbeing seriously.

Saves time and money. You can save up to 80% in costs and down time, when compared to traditional classroom based training methods.

Health & Safety, compliance and Employment Law/HR skills. Courses include:

- ▶ Workplace Safety
- ▶ Fire Safety
- ▶ First Aid
- ▶ Manual Handling
- ▶ GDPR
- ▶ Driving Safely
- ▶ Equality & Diversity
- ▶ Computer Safety
- ▶ Health & Wellbeing
- ▶ Slips, Trips & Falls

You can download full details of our available courses [here](#).

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
Combined fee for both Employment Law & HR Fixed Fee Service and Health & Safety Fixed Fee Service, exclusive of VAT	£4,275.00
Legal Expenses Insurance (employment claims) (@ £11.10 per employee per annum), inclusive of Insurance Premium Tax	£155.40
Legal Expenses Insurance (health & safety prosecution) (@ £4.44 per person per annum), inclusive of Insurance Premium Tax	£62.16
Legal Expenses Insurance Administration fee, exclusive of VAT, only applicable if the Legal Expenses Insurance is taken.	£55.00
Annual fee for e-learning licences to cover 11 to 15 employees, exclusive of VAT <u>E-Learning is FREE for the first 12 months. If you love it and want to keep it after the free period then it will be charged from year two. If you don't want to retain the service at the end of the free period, simply email us at elarning@elliswhittam.com with no less than 1 months notice before the first anniversary of your contract and we will cancel it with no fuss and no charge.</u>	£657.00

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.